

# DHS Youth Programs for Employment & Education



Your case manager may fill this out with you or ask you to complete this part by sending you a link in an email.

If you receive the email, you may be asked to:

- Reset your temporary password
- Confirm your Illinois workNet Account
- Return to the Link that you were emailed

# Eligibility Questions

Eligibility & Goals Application

Agreement **Eligibility** Provider Employment Goals Physical Demands Other Items

Birthdays \*

Do you live in Illinois? \*  Yes  No

Are you authorized to work in the U.S.? \*  Yes  No  I don't know

Are you currently in school (when school is in session)? \*  Yes  No

Select one or more that apply to you \*  
 I do not have work experience.  
 I have been unsuccessful at maintaining employment.  
 No one in my household is employed.  
 I am pregnant.  
 I have one or more children.  
 I aged out of foster care system.  
 I am in foster care.  
 I ran away from home.  
 I am homeless.  
 My family is homeless.  
 I am living with friends or relatives.  
 I am not able to return home.  
 I live in a single-parent household.  
 I live in a high crime area.  
 I live in a high poverty area.  
 I believe someone in my immediate family receives state or federal benefits (e.g., SNAP, TANF, SSI, etc.)  
 I have a disability.  
 I have a hard time with reading, writing, and/or math.  
 I have trouble with reading or speaking English.  
 I am at risk for not completing my education.  
 I have been held back one or more grades in my education.  
 I have been expelled or suspended from school.  
 I have missed 9 or more unexcused days of school in the past 6 months.  
 I identify as LGBTQ or non-binary.  
 I have been a victim of abuse.  
 I have been a victim of bullying.  
 I have had instances/legal problems (offender).  
 I have a parent or sibling who has been or is currently incarcerated.  
 I have a parent or sibling who has been or is currently a member of a gang.  
 None of the above

Are you currently in school (when school is in session)? \*  Yes  No

Do you have a high school diploma or equivalent? \*  Yes  No

Would you be willing to go back to school? \*  Yes  No

Are you currently in school (when school is in session)? Yes: ↑ No: ↓

Are you currently in school (when school is in session)? \*  Yes  No

Select the one item that describes your current in-school activity \*  
 Actively working towards high school diploma  
 Actively working towards high school equivalency/GED  
 Attended post-secondary training (community college, university, trade school) at least half time

Check all that apply to you.

To continue select

Previous Save and Complete Later Save and Go To Next Page

# Answer Goal Questions

Tell us as much information as you can. It will help us place you in an appropriate program.

## CYEP APPLICATION

Eligibility & Goals Application

Agreement Eligibility Provider **Employment Goals** Physical Demands Other Items

What are your immediate employment goals? \*

- Full time
- Part Time

How can you travel to training? \*  
*Select all that apply*

- Bus (Public Transportation)
- Train (Public Transportation)
- Driving

When are you able to work? \*

- Day
- Evening
- Night
- Weekends
- Other

Where do you see yourself in 1 year? \*

Where do you see yourself in 5 years? \*

What steps have you taken to get there? \*

- Researched Careers, Wages, and Trends
- Researched Training Providers
- Started/Completed Some Training
- Researched/Applied for Financial Aid/Scholarships
- Started or Completed a Resume
- Prepared for an Interview
- Created a Portfolio
- Applied for Jobs
- Updated Online Persona to Align With Your Goals
- Join Student/Trade Organization or Follow Their Social Media
- Network With Others in Your Field of Interest
- Network With Others to Find a Job
- No Actions Taken
- Other

What do you see as your work related skills/strengths? Include knowledge of operating machines and equipment, ability to type, tools owned, etc. \*

**To continue select**

Previous Save and Complete Later Save and Go To Next Page

# Physical Demands

Agreement   Eligibility   Provider   Employment Goals   Physical Demands

Identifying your physical abilities will help match you to a job where you can meet the physical demands. Special accommodations possible. However, some jobs require specific physical abilities. For example, a forklift driver needs to be able to see in order to drive.

What is the heaviest load that you could lift in the workplace? \*

Select one

What is the longest amount of time that you could stand upright in the workplace? \*

Select one

Are you able to sit for long periods of time? \*

Select one

Some employers require you to be drug free for 30-120 days. In those cases, they will require you to complete a drug test. Will you be able to pass a drug test? \*

Select one

Describe your eyesight or vision: \*

Select one

Select one

- 55 pounds
- 50 pounds (a bale of hay = 50 pounds)
- 30-40 pounds (5 gallons of water = 40 pounds)
- 25 pounds (an average 2 year old = 25 pounds)
- Less Than 25 pounds

Select one

- 8 hours
- 6 hours
- 4 hours
- 2 hours
- Less than 2 hours

Select one

- Yes
- Yes, but I need to get up and move around from time to time
- No

Select one

- Yes, I am drug free and can pass a drug test
- Yes, I have been drug free for at least 30 days
- Yes, I am willing to make changes to be able to pass a drug test
- Yes, I want to be able to pass a drug test, but I need help
- I am not interested in careers that require a drug test

Select one

- I can see without glasses or contacts
- I can see with glasses or contacts
- I am legally blind

What work environment do you prefer?

Select all that apply \*

- Clerical
- Construction
- Customer Service
- Food Service
- Grounds Keeper/Gardener
- Housekeeping
- Health Services (e.g. Pharmacy Tech)
- Mechanical (e.g. Auto Tech/Manufacturing)
- Maintenance
- Other

Previous   Save and Complete Later   **To continue select**   Save and Go To Next Page

# Background Information

**CYEP APPLICATION**

Eligibility & Goals | Application

Agreement ✓ | Eligibility ✓ | Provider ✓ | Employment Goals ✓ | Physical Demands ✓ | Other Items ○

Some jobs have hiring requirements based on skills, policies, or laws. Make sure you get trained for a job where your history does not keep you from getting a job. For example, if you are a registered sex offender, you will not be able to get a job working with children.

Do you have a valid drivers license? \*

Select one

Some employers will complete a background check on new employees. Please check all of the following that apply to your situation: \*  
Select all that apply

- I am registered on the sex offender registry
- I have a violent felony conviction
- I have a non-violent felony conviction
- I have a misdemeanor conviction (excluding traffic violations) within the past 7 years
- I have been on probation in the last 10 years (excluding traffic violations)
- I am not interested in careers that require a background check
- None of the above apply to me

Which of these languages can you speak fluently? \*  
Select all that apply

- English
- Spanish
- Chinese
- Polish
- Other Language

Previous | Save and Complete Later | **To continue select** Continue to Application

Select one

- Yes
- No, but I could get a drivers license if I had training
- No, I am not able to get a drivers license
- My license is temporarily suspended

# Details About You

Illinois workNet user application does not ask for information that is required for the CYEP program.

Information entered from your Illinois workNet user account application will auto-fill this form. Verify it is correct.

The CYEP program requires you to provide your Social Security Number, address, and phone number.

Complete the items with the \*  
**Save and Go to Next Page**

## CYEP APPLICATION

Eligibility & Goals **Application**

Contact Information Information About You Education Level Employment History Final Questions

First Name \* Duke

Last Name \* Lasley

Email \* dukel@noemail123.com

Confirm Email \* dukel@noemail123.com

Social Security Number (Format: XXX-XX-XXXX) 783-78-3783

Confirm Social Security Number (Format: XXX-XX-XXXX) 783-78-3783

Street Address 1 \* 783 783rd street

Street Address 2 783

City \* Elgin

State \* Illinois

ZIP Code \* 60123

Primary Phone \* 7837837833

Primary Phone Type \* Mobile

Alternate Phone

Alternate Phone Type Select

Previous Save and Complete Later **To continue select** Save and Go To Next Page

- If you are using a computer, that is used by others, do not let the computer automatically fill the fields.*
- The info in the system may change your personal information. For example, it could change your name and make it hard to find your account.*

# Details About You

**CYEP APPLICATION**

Eligibility & Goals **Application**

Contact Information **Information About You** Education

Gender \*

Date of Birth \*

Military Status \*

Marital Status \*

Ethnicity \*  Hispanic or Latino  Non-Hispanic or Latino

Race \* *Select all that apply.*

- White
- Asian
- Hawaiian or Pacific Islander
- Black/African American
- American Indian or Alaskan Native
- Prefer Not to Answer

Male  
Female  
**Non-Binary**  
Prefer Not to Answer

None  
Active  
Veteran  
Discharged

Married  
Single  
Divorced  
Other

If you do not have a second language, select None.

Primary Language \* *Select all that apply.*

- English
- Arabic
- Cambodian
- Cantonese
- Chinese
- French
- German
- Japanese
- Korean
- Other
- Filipino
- Polish
- Russian
- Sign Language
- Spanish
- Vietnamese

Secondary Language \* *Select all that apply.*

- English
- Arabic
- Cambodian
- Cantonese
- Chinese
- French
- German
- Japanese
- Korean
- Other
- Filipino
- Polish
- Russian
- Sign Language
- Spanish
- Vietnamese
- None

Males 18+ years of age are asked about Selective Service Registration.

Are you registered with Selective Service? \*  Yes  No

Selective Service Number

To continue select

# Education Level

**CYEP APPLICATION**

Eligibility & Goals | **Application**

Contact Information ✓ | Information About You ✓ | **Education Level** ○ | Employment ○

Highest Level of Education \*

Do you have more degrees, certificates, licenses, or credentials? \*  Yes  No

**Your Credentials**

Previous | Save and Complete Later | **To continue select Save and Go To Next Page**

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Select

- None
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- H.S. Freshman
- H.S. Sophomore
- H.S. Junior
- H.S. Senior - Did not Receive H.S. Diploma
- H.S. Senior - Received H.S. Diploma
- GED
- Col. Freshman
- Col. Sophomore
- Col. Junior
- Associate Degree
- Bachelor's Degree
- Masters
- Doctorate
- Not Reported
- Received Certificate of Attendance/Completion
- Received Other Post-Secondary Degree or Certificate

Do you have more degrees, certificates, licenses, or credentials? \*  Yes  No

Do you have more degrees, certificates, licenses, or credentials?

Title \*

Institution \*

Date Earned \*

Credential Type \*

Credential Source \*

Save and Add Another Credential

**Your Credentials**

When the answer is Yes – complete this →

← Click this to add more

# Employment History

The next portion to complete is about your employment.

If you have had jobs, fill in the information as shown on the right. Click **Save and Add Another Job** until they have all been added.

If you do not have work history, the image below is what will show.

The screenshot shows the 'CYEP APPLICATION' interface. The 'Application' tab is active. The progress bar indicates that 'Contact Information', 'Information About You', and 'Education Level' are completed, while 'Employment History' and 'Final Questions' are pending. The 'Have you had a job?' question is marked with a red asterisk and has 'No' selected. The 'Employment Status' dropdown is set to 'Not In Labor Force'. Below this, the 'Your Employment History' section contains three buttons: 'Previous', 'Save and Complete Later', and 'Save and Go To Next Page'. A red box highlights the 'Save and Go To Next Page' button with the text 'To continue select'. The footer shows '© 2019 - Illinois workNet®'.

The screenshot shows the 'CYEP APPLICATION' interface. The 'Application' tab is active. The progress bar indicates that 'Contact Information', 'Information About You', and 'Education Level' are completed, while 'Employment History' and 'Final Questions' are pending. The 'Have you had a job?' question is marked with a red asterisk and has 'Yes' selected. The 'Employment Status' dropdown is set to 'Select'. Below this, the 'Your Employment History' section contains a 'Save and Add Another Job' button and three buttons: 'Previous', 'Save and Complete Later', and 'Save and Go To Next Page'. A red box highlights the 'Save and Go To Next Page' button with the text 'To continue select'.

# Final Questions

 CYEP APPLICATION

Eligibility & Goals **Application**

Contact Information Information About You Education Level Employment History **Final Questions**

Are you working with any of the service providers below?\*

- Center for Independent Living
- Community College
- Illinois Department of Employment Security (IDES)
- Illinois Department of Healthcare and Family Services
- Illinois Department of Human Services Office of Mental Health & Developmental Disabilities
- Illinois Department of Human Services Office of Vocational Rehabilitation
- Illinois Division of Rehabilitation Services (IDRS)
- National Association of Mental Illness (NAMI)
- Special Education District
- Veterans Administration
- N/A
- Other IDHS Program

How did you hear about this program/Illinois workNet?\*

- Email
- Facebook
- Family or Friends
- Local DHS Office
- Illinois workNet Center
- Illinois workNet Website
- LinkedIn
- Mailings
- Newspaper or Magazine
- Radio
- TV
- Twitter
- Other

**To continue select**

Previous Save and Complete Later **Save and Go To Next Page**

# Review and Submit

- Review all answers.
- If necessary, make corrections by clicking **Edit this Section**.
- Click **Submit Application** at the bottom of the application.
- A box will open.
- Click **Submit Application** one more time to submit the final application.
- *Click Cancel – if you need to make corrections. Make the changes and then click Submit Application in both spots.*

HI, DUKE LASLEY

CYPE APPLICATION

Eligibility & Goals Application

Previous Submit Application

**ELIGIBILITY**  
Edit this Section  
Date of birth: 1/6/2001  
Do you live in Illinois?: Yes  
Are you authorized to work in the US?: Yes  
Are you currently in school (when school is in session)? No  
Do you have a high school diploma or equivalent? No  
Would you be willing to go back to school? Yes  
Select one or more that apply to you:  
I live in a high poverty area  
I receive a free/reduced price lunch at school  
Someone in my family receives TANF, SSI, or state/local cash welfare  
I have a hard time with reading, writing, and/or math

**PROVIDER**  
Edit this Section  
Select a Provider: Austin Peoples Action Center

**EMPLOYMENT GOALS**  
Edit this Section  
What are your immediate employment goals?  
Part Time  
How can you travel to training?  
Bus (Public Transportation)  
When are you able to work?  
Day  
Evening  
Set yourself to work: working full-time  
Set yourself to work: managing people  
No Actions Taken  
What do you see as your work related skills/strengths?: communication

**PHYSICAL DEMANDS**  
Edit this Section  
What is the heaviest load that you can lift in the workplace? 30-40 pounds (5 gallons of water = 40 pounds)  
What is the longest amount of time that you could stand upright in the workplace? 4 hours  
Are you able to sit for long periods of time? Yes, but I need to get up and move around from time to time  
Will you be able to pass a drug test? Yes, I am drug free and can pass a drug test  
Describe your eyesight or vision can see with glasses or contacts

**OTHER ITEMS**  
Edit this Section  
Do you have a valid drivers license? No, but I could get a drivers license if I had training  
Some employers will complete a background check on new employees. Please check all of the following that apply to your situation.  
None of the above apply to me  
Which of these languages can you speak fluently?  
English

**CONTACT INFORMATION**  
Edit this Section  
First Name: Duke  
Last Name: Lasley  
Email: duke1@noemail123.com  
Social Security Number (format: XXX-XX-XXXX): XXX-XX-3783  
Street Address 1: 783 783rd street  
Street Address 2: 783  
City: Elgin  
State: IL  
ZIP Code: 60123  
Zip/Rust:  
Primary Phone: 7837837833  
Alternate Phone:

**INFORMATION ABOUT YOU**  
Edit this Section  
Gender: Prefer not to answer  
Date of birth: 1/6/2001  
Marital Status: None  
Ethnicity:  
White  
Hispanic

**EDUCATION LEVEL**  
Edit this Section  
Highest Level of Education: H.S. Sophomore  
Degrees, Certificates, Licenses, and Credentials: No Credentials Entered

**EMPLOYMENT HISTORY**  
Edit this Section  
Employment Status: Not In Labor Force  
Have you had a job?: No  
Employment History: No Employment Entered

**FINAL QUESTIONS**  
Edit this Section  
Are you working with any of the service providers below?  
N/A  
How did you hear about this program/Illinois workNet?  
Local DHS Office

Previous Submit Application

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## EDUCATION LEVEL

[Edit this Section](#)

Highest Level of Education: H.S. Sophomore

Degrees, Certificates, Licenses, and Credentials: No Credentials Entered

## EMPLOYMENT HISTORY

[Edit this Section](#)

Employment Status: Not In Labor Force

Have you had a job?: No

Employment History: No Employment Entered

## FINAL QUESTIONS

[Edit this Section](#)

Are you working with any of the service providers below?

N/A

How did you hear about this program/Illinois workNet?

Local DHS Office

Previous

Submit Application

To continue select

CONGRATULATIONS!

Thank you for completing your intake form.

You can submit your intake form for review. You cannot change it once submitted.

Once it is submitted, let your case worker know that you are done.

Note: This information will be sent to your Illinois workNet account as a message.

Cancel

Submit Application

To continue select

# Access Your Tools

- Once the application is submitted, you can access Illinois workNet – My Dashboard.
- Access all Illinois workNet tools from the Dashboard including:
  - Career Plan
  - Employment 101
  - Bookmarks
  - Resume Builder
  - Program Information like DHS Youth Programs
  - Assessment Results
- Wait for direction before completing specific items.

The screenshot displays the Illinois workNet user dashboard. At the top, there is a navigation bar with 'MENU', 'Login', 'Sign Up', the 'ILLINOIS workNet CENTER americanJobcenter' logo, 'Search', and 'Español'. A yellow banner below the navigation bar states: 'This is the TEST site for illinois Worknet. View production'. The main content area is titled 'Duke's Dashboard' and features a 'My Tools' tab and a 'My Assessments' tab. The 'My Tools' section includes 'Settings' (with links for 'Update My Profile', 'Change Password', and 'Update - News Subscription Settings'), 'Messages' (showing '4 Messages'), 'Career Plan' (with a link to 'Create Illinois workNet plan'), 'Employment 101' (with links for 'Employment 101 Plans' and 'Guide', and a list of assessment types: 'Pre-assessment - None', 'Post-assessment - None', and 'Certificate - None'), and 'My Bookmarks' (with an 'Add New' button). A large orange box in the center of the dashboard reads: 'Your Guide To Prepare: A Career Plan A Job Search Plan To Achieve Your Goals'. The 'My Assessments' section is expanded, showing a list of assessment tools: 'SKILLS AND INTERESTS', 'Disability Benefits Estimator', 'Employment 101', 'NOCTI Results', 'Observational Evaluation', 'Worksite Evaluation', and 'Other Assessments'. Other visible sections include 'Resume Builder' (with 'Resume Builder' and 'Guide' buttons, and a checklist for 'Cover Letter Saved', 'Resume Saved', 'Portfolio Saved', 'Interview Practice Saved', 'Assessments Saved', and 'Website Saved'), 'Job Search', and 'Program Applications'. A purple sidebar on the right contains the text 'My Bookmarked Jobs'.