

How to Complete the EPIC Application



employment opportunities • **p**ersonalized services
individualized training • **c**areer planning

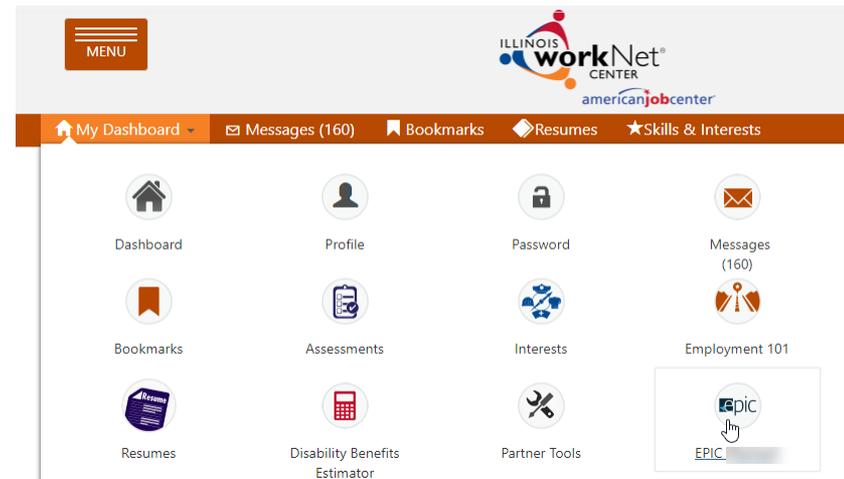


Complete the EPIC Application

This PowerPoint will give step-by-step instructions on how to complete the EPIC Pilot Program application.



Get to the Application



1. Go to illinoisworknet.com.
2. Log-in
 - Get Username and Password from Facilitator.
3. Click the down arrow on My Dashboard.
4. Select EPIC.
5. Select “Start your application”.

NOTE: You can only complete an application if you have been invited to EPIC.



Accept the Terms of Use and Privacy Policy

Select the checkmark to agree to the Terms of Use and Privacy Policy and then click “Start Application”.

Agreement

This application will be used to determine if you are eligible for the EPIC program.

You will need to have your current and past employment information including start and end dates to complete this application. Expect to spend 15-60 minutes completing this application. Completion time will vary based on the number and type of programs selected.

This application contains voluntary questions to help determine if you are eligible for additional services. This information will be kept confidential and is intended for use solely in connection with the EPIC program study and affirmative action requirements, and to help you in identifying additional resources that can assist you. You will not be penalized for refusal to answer.

By completing the application, you agree to allow EPIC program staff to review your information for potential participation and certify that the information you submitted is accurate to the best of your knowledge. Training provider staff will be able to review your information to develop an individualized services, training, and employment plan and identify your program outcomes and accomplishments.

Individuals participating in this program will receive updates and information to help them reach their career, training, and employment goals.

I have read the [Terms of use](#) and [Privacy Policy](#) and agree to complete the application.

Cancel

Start Application



Double Check Your Contact Info

Contact Info

First Name: Aaron

Last Name: Brooks

Social Security Number: xxx-xx-6978

Address: 392 3rd St. Decatur, IL 37263

Date of Birth: 3/6/1974

Is the information above correct?

Yes No

You must identify if your contact information is accurate.

Click “No” to update your information if it is incorrect.

Click “Yes” to bypass this step if your info is correct.



Correct Contact Info As Needed

Correct areas that contain inaccurate or missing information.

As you're completing the application, note that red asterisk's (*) identify items that are required.

First Name *	<input type="text" value="Aaron"/>
Last Name *	<input type="text" value="Brooks"/>
SSN *	<input type="text" value="xxx-xx-6978"/>
Birthday *	<input type="text" value="3/6/1974 12:00:00 AM"/>
Street Address 1 *	<input type="text" value="392 3rd St."/>
Street Address 2	<input type="text"/>
City *	<input type="text" value="Decatur"/>
State *	<input type="text" value="Illinois"/>
ZIP Code *	<input type="text" value="37263"/>

[Lookup your Zipcode](#)



Enter Additional Contact Info

Identify your primary telephone number and its type (mobile, home, or work). You can optionally add a secondary phone number and your email address.

Primary Phone *	<input type="text"/>	<input type="checkbox"/>
	Do Not Have a Phone	
Primary Phone Type *	<input type="text" value="Select"/>	<input type="button" value="v"/>
Secondary Phone	<input type="text"/>	
Secondary Phone Type	<input type="text" value="Select"/>	<input type="button" value="v"/>
Email Address	<input type="text"/>	
Confirm Email	<input type="text"/>	



Finish Entering Your Contact Info

If your workNet account is new, you will also be asked to update your password and add a Secret Question (which you will need if you ever need to reset your password).

When complete, click the button that says: Save and Go To Next Page.

New Illinois workNet Password *	<input type="text"/>
Confirm Illinois workNet Password *	<input type="text"/>
Security Question *	<input type="text" value="Select"/>
Security Answer *	<input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Save and Complete Later"/> <input type="button" value="Save and Go To Next Page"/>	





Select Your Top 3 Career Interest Areas

Use the drop-down options to identify Career pathways that interest you. These should relate to the research you did. You can choose up to three, but only one choice is required. When complete, click the button that says: Save and Go To Next Page.

The form contains three rows, each with a label and a drop-down menu:

- First Choice *** [Select]
- Second Choice** [Select]
- Third Choice** [Select]

At the bottom of the form are three buttons: **Previous**, **Save and Complete Later**, and **Save and Go To Next Page**. A blue arrow points to the 'Save and Go To Next Page' button.

The 'First Choice *' drop-down menu is open, showing the following options:

- Select
- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Manufacturing
- I am not interested in these programs

Your drop-down options will vary by region.



Answer Baseline Questions

Baseline Questions

How long are you willing to stay in training to reach your goals? *

- 10 weeks or less
- Up to 24 weeks
- Up to 36 weeks
- Up to 52 weeks
- Up to 64 weeks
- More than 65 weeks

Estimate how long you think you would be able to stay in a training program.

How are you able to participate in training? *

Select all that apply.

- Classroom Instruction
- Labs
- Day Classes
- Weekend Classes
- Night Classes
- Online Classes
- On-the-Job Training/Apprenticeship
- Work Experience

Think about what types of training you will most likely succeed in.



Answer Baseline Questions (continued)

How can you travel to training? *

Select all that apply.

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

How far are you able to travel for training? *

- Less than 5 miles
- 5-15 miles
- 16-25 miles
- More than 25 miles

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Save and Complete Later

Save and Go To Next Page

Do you live by a bus/train stop?
Do you have reliable access to a vehicle?

Think about what distance you can realistically travel every day for training?

When you are finished with this page, click “Save and Go To Next Page.”



Physical Demands

Physical Demands Impacting Training Selection

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

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

- 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

Estimating is okay for these two questions.

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

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



Physical Demands (Continued)

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

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

Which of these tests do you think you would be able to pass? *

Select all that apply.

- Tuberculosis (TB) Test
- Hepatitis Screening
- I cannot pass any of these tests.

Some training programs/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? *

- 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.

Answer these questions to the best of your ability.



Physical Demands (Continued)

Describe your eyesight or vision: *

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

Answer these questions to the best of your ability.

Appearance: *

Select all that apply.

- I am willing to have natural colored hair and make-up.
- I do not have tattoos or I am willing to cover my tattoos during work hours.
- I am NOT willing to have natural hair color/make-up or cover my tattoos.

Taste/Smell: *

Select all that apply.

- I am able to tolerate cooking smells including unpleasant smells.
- I am able to taste foods I prepare.
- I am NOT able to taste foods or tolerate cooking smells.

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Save and Complete Later

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**When you are finished with this page, click
“Save and Go To Next Page.”**



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 3 or more motor vehicle ticket/instances (excluding parking tickets) in the past three years?*

- Yes
- No

Do you have a valid driver license?*

- Yes
- No, but I could get a driver license if I had the money or training.
- No. I am not able to get a driver license.

These questions will identify any other items that may impact a training selection.

Answer these questions to the best of your ability.



Other Items

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

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Save and Complete Later

Save and Go To Next Page



These questions will identify any other items that may impact a training selection.

Answer these questions to the best of your ability.

When you are finished with this page, click “Save and Go To Next Page.”



Employment Goals

What are your immediate employment goals? *

- Full Time
- Part Time
- Temporary Time

When are you able to work? *

Select all that apply.

- Day
- Evening
- Night
- Weekends
- Other

What kind of work would you like to do? *

Select all that apply.

- Professional/Technical
- Management/Officials/Proprietor
- Craftsman/Foreman
- Service
- Farm/Other Labor
- Clerical
- Sales
- Other

These questions focus on what kind of employment you are currently looking.

Note that you can select more than one answer for the 2nd and 3rd questions.



Employment Goals (Continued)

Where do you see yourself in 1 year? *

Characters Left: 1000

Where do you see yourself in 5 years? *

Characters Left: 1000

What steps have you taken to get there? *

Select all that apply.

- Researched career, wages, and trends
- Researched Training Providers
- Started/Completed Some Training
- Researched/Applied for Financial Aid/Scholarships
- Started a Resume
- Prepared for an Interview
- Created a Portfolio
- Applied for Jobs
- Update 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
- None of the above
- Other

These questions focus on your long-term goals. Have you thought about where you want to be in 1-5 years?



Employment Goals (Continued)

Answer this question to the best of your ability.

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

Characters Left: 1000

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Save and Complete Later

Save and Go To Next Page



When you are finished with this page, click “Save and Go To Next Page.”



Information About You

Gender *

Military Status *

Marital Status *

Ethnicity *
Select all that apply.

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

Are you authorized to work in the US? *

Yes

No

These questions provide additional information about you.

When you are finished with this page, click "Save and Go To Next Page."



Education Level

Highest Level of Education Completed *

Highest Level of Education Completed *

- 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 Attain H.S. Diploma
- H.S. Senior - Attained H.S. Diploma
- GED
- Col. Freshman
- Col. Sophomore
- Col. Junior
- Associate Degree
- Bachelor's Degree
- Masters
- Doctorate
- Not Reported
- Attained Certificate of Attendance/Completion
- Attained Other Post-Secondary Degree or Certificate

You have more degrees, certificates, licenses or credentials

Title *

Date Earned

Certificate Type *

Your Certificates

These questions focus on your education history – you can add multiple degrees, certificates, licenses, or credentials.

When you are finished with this page, click “Save and Go To Next Page.”



Employment History

Employment Status *

Employment Status *

- Select
- Employed
- Not In Labor Force
- Unemployed
- Employed But Received Notice Of Termination

Have you had a job? *

Yes

No

You will first identify your current employment status and if you have worked in the past.

If you have not had a job in the past, you will select “Save and Go To Next Page”.



Employment History – Adding Job(s)

Employer Name *

Are you currently employed by this employer?

Yes

No

Start Date *

End Date

Job Title *

Street Address 1

Street Address 2

City *

If you selected that you are employed or have had a past job, you will be prompted to add that employment information.



Employment History – Adding Job(s)

State *

ZIP Code *

Job Duties *

Hours Per Week *

Reason For Leaving

Can you still perform the job you have been trained in?

- Yes
- No
- I have not been trained for a specific job

To add another job

When you are finished with this page, click “Save and Go To Next Page.”



Potential Barriers

Which of the following do you think will make it hard for you to get a job? *

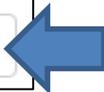
Select all that apply.

- Disability
- Criminal Charges Pending or Ex-Offender
- Financial Issues
- Housing/Homeless
- Language Barrier
- Limited Education or Training
- Limited Transportation
- Limited Work History/Experience
- No Child Care
- Substance Use
- Family/Friends Related Issues
- Personal/Emotional/Health Issues
- State ID/Drivers License
- None of the above
- Other

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Save and Complete Later

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IMPORTANT: This information is only viewed by your case worker/career planner.

Answer this question to the best of your ability.

When you are finished with this page, click “Save and Go To Next Page.”



Final Questions

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

Select all that apply.

- 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 FCRC
- Illinois Division of Rehabilitation Services (IDRS)
- National Association of Mental Illness (NAMI)
- Special Education District
- Veteran's Administration (VA)
- None of the above
- Other

Think about which providers you are currently working with and answer to the best of your ability.



Final Questions (Continued)

How did you hear about Illinois workNet? *

Select all that apply.

- Email
- Facebook
- Family or Friends
- Illinois workNet Center
- Illinois workNet Website
- LinkedIn
- Mailings
- Newspaper or Magazine
- Radio
- T.V.
- Twitter
- Other

Previous

Save and Complete Later

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**When you are finished with this page, click
“Save and Go To Next Page.”**



Review & Submit Your Application

Preview

Please review your application to make sure everything is correct.

Contact Information

[Edit this Section](#)

You have indicated that your contact information was not correct. Here is the updated information you provided.

First Name: Aaron
Last Name: Brooks
Email Address:
SSN: xxx-xx-6978
Birthday: 3/6/1974
Street Address 1: 392 3rd St.
Street Address 2:
City: Decatur
State: IL
ZIP Code: 37263
ZIP Code Plus 4:
Primary Phone: 2176986974
Secondary Phone: 3095985698



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Submit Application



When you are finished reviewing your application, click “Submit Application”.



Submission Confirmation

Use this confirmation screen to finalize your application submission.

You can click “Cancel” if you need to make a change to your application.

Congratulations!

Thank you for completing the EPIC application.

You can submit your application for review. You cannot change it after it is submitted:

1. This site will take you to the NOCTI passcode page. You will need to enter the passcode from today's presenter and/or assistant.
2. Once you enter the code, you can begin the test. You will have up to 2 hours to complete the test.
3. Then within one week, your information will be reviewed to see if you are eligible for the program. You will have a follow-up meeting to discuss your eligibility and next steps.

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

Click “Submit Application” to submit your application for review.