

CAREER BRIDGE INTAKE, APPLICATION, AND ENROLLMENT FORMS AND PROCESS

FORM	Information Collected																	Purpose	When collected/ Who is responsible for completing	Recommended Changes	
	Personal /Contact Address /Phone	Social Security #	Citizenship	Gender	Ethnicity	Age	Family Size (children)	Housing	Financial - income, obligations, expenses	Employment History	Educational /Training Background/ ESL/Basic	Criminal History, DV	Support Needs: Transportation/Childcar	Health, Substance Abuse, Alcohol History	Program Goals	Program Awareness	Community Sponsor Relationship				Selective Service, Refugee, Veteran
Letter of Commitment				X	X	X							X		X	X			Conversation guide between the Participant and the Community Sponsor. • Program Awareness • Readiness • Identify barriers to participation • Commitment to Program • Understanding Community Sponsor role	Community Sponsor & Participant Pre-Referral	Add contact information Spaces for responses to questions Add Readiness Criteria and Program Expectations to form Combine with Intake/Assessment form
Personal Budget Worksheet		X							X										Identifying financial needs, assisting with supports and financial planning	Community Sponsor & Participant for Referral	Complete at Pre Training with Financial Counseling Workshop
Resume/ Employment & Training Worksheet	X									X	X	X							Provide basic work and training history	Community Sponsor & Participant Pre-Referral	Complete at Pre Training
SJI Intake Employability Assessment & Plans	X			X	X	X	X	X	X		X	X	X	X					Identify Barriers and Plans for Addressing	Community Sponsor & Participant for Referral	Expand fields to replicate Enrollment Form, Combine with Letter of Commitment
SJI Enrollment Form	X	X	X	X	X	X	X	X	X	X	X	X			X	X		X	Program Eligibility Personal Information Work and Training Background Barriers Goals		