

# SC WORKS

## TRIDENT

### WELCOME TO SC WORKS TRIDENT

The SC Works Trident Centers are your one stop location for all your employment needs. This introduction packet has been designed for you, the job seeker. As part of the South Carolina Works system, SC Works Trident offers a full array of re-employment services at each of our centers in Charleston, Dorchester and Berkeley Counties.

### Locations

**SC Works Charleston**

1930 Hanahan Road, Suite 200  
North Charleston, SC 29406  
(843) 574-1800

**SC Works Berkeley**

100 South Highway 52  
Moncks Corner, SC 29461  
(843) 899-8736

**SC Works Dorchester**

2885 West 5<sup>th</sup> North Street (Hwy 78)  
Summerville, SC 29483  
(843) 821-0695

### Our Job Seeking Services

In each of our SC Works Centers, we provide:

- Computers with internet access
- Fax machines/copiers/printers
- Access to skill assessment tools
- Career exploration information
- Job readiness workshops
- SC Works Online Services (our job search portal) [jobs.scworks.org](http://jobs.scworks.org)
- Access to other job search portals
- Staff assisted resume and cover letter preparation
- Unemployment Insurance
- Links to partner and community resources via [www.tridentscworks.org](http://www.tridentscworks.org)
- Much, much more...

### Training Services

A number of our partners provide individualized training services for customers meeting specific criteria. These services are determined on a case-by-case basis and are dependent on a variety of factors. Some of our partners include:

- Workforce Investment Act (WIA)
- Experience Works
- Vocational Rehabilitation
- Welfare to Work through TANF
- Trident Technical College
- Adult Education

Whether you are unemployed or simply looking for a better career, the SC Works Trident Centers are the place for you.

**An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities. SC Works Trident System (888) 226-1606 TTY: 711**

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## TRIDENT

Trident Workforce Investment Act Program

### WIA Program To-Do List

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please complete all of the following tasks to be scheduled for an eligibility appointment:**

- Attend WIA information session.

**Date completed:** \_\_\_\_\_

- Register in SC Works Online Services ([www.jobs.scworks.org](http://www.jobs.scworks.org))

**Please see the Self Registration into SC Works Online Services form**

**Username:** \_\_\_\_\_

- Complete **Employment Assistance Questionnaire** (attached).
- Complete **Master Application for Employment** (attached).
- Complete **Job Search Log** (attached).
- Complete SCOIS interest inventory (print results and attach).

**Date completed:** \_\_\_\_\_

- Complete WIN self assessment (print results and attach).

**Date completed:** \_\_\_\_\_

- Collect required documentation for eligibility appointment.

**Please see WIA Eligibility Documentation Requirements form**

After all tasks have been completed, please return the entire package (excluding documents needed for the eligibility appointment) to your nearest SC Works center. Applicants will be contacted within 2 weeks to schedule an eligibility appointment.



Trident Workforce Investment Act Program

## SC Works Online Services Self Registration

The steps below will assist you in creating a unique user profile in SC Works Online Services – our powerful job seeking portal.

Step 1: Go to [www.scworks.org](http://www.scworks.org), then click **Find a job** – you will be redirected to jobs.scworks.org.

Step 2: Below the **Sign In** button on the right side of the page click **Not Registered?**

Step 3: Under **Option 2 – Create a User Account** click **Individual**.

Step 4: Read and accept the Privacy Agreement (click **I agree**).

Step 5: Complete all fields including **Login Information, Social Security Number, and Residence Information**. Then press **Next**.

**NOTE:** The system will prevent duplicate accounts. If you receive an error message indicating your social security number is already in use, you may already have an account. To check, please see a program representative in either the resource room or at the front desk.

Step 6: Next, complete page 2 and 3 of the registration process. Press **Next** at the end of each page to continue.

Step 7: Complete your profile by clicking **My Resources** located in the left column of the window underneath the **Quick Menu** header. Next select **My Background**.

Step 8: Click the **Start the Background Wizard** button to input all of your background information.

Step 9: You have successfully registered in SC Works Online Services.

# Employment Assistance Questionnaire

**Instructions:** This document must be completed and returned to a WIA program representative.

**Your name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Last 4 SSN:** \_\_\_\_\_

**Phone number:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please check (√) all the services that you are interested in:**

- |  |   |
|--|---|
| <input type="checkbox"/> Assistance with using online job banks (Instructions, tips, etc.) | <input type="checkbox"/> Creating or updating my resume   |
| <input type="checkbox"/> Basic computer skills   | <input type="checkbox"/> Review and critique of my resume   |
| <input type="checkbox"/> On-the-Job Training (OJT)   | <input type="checkbox"/> Tutoring/Study Skills  |
| <input type="checkbox"/> WorkKeys, or other assessments                                    | <input type="checkbox"/> Information about community services, such as housing, unemployment, childcare, etc. |
| <input type="checkbox"/> Labor market information (LMI)                                    | <input type="checkbox"/> Help figuring out what type of job/career I am best suited for                       |
| <input type="checkbox"/> Help with expungement of a criminal record                        | <input type="checkbox"/> Network with other job seekers/Job Finding Club                                      |
| <input type="checkbox"/> Interviewing skills and tips                                      | <input type="checkbox"/> Intensive/Training Services  |
| <input type="checkbox"/> Information for disability assistance                             | <input type="checkbox"/> Workshops: _____   |
| <input type="checkbox"/> Help applying for jobs (job application)                          | <input type="checkbox"/> Other (please list): _____   |
| <input type="checkbox"/> Help with getting my GED or High School Diploma                   |   |

**Please check (√) all that apply: (documentation may be required)**

- I am a Veteran
- I am a spouse of a Veteran
- I am currently receiving public assistance

**Please answer the following questions:**

- 1) Have you viewed the WIA Program orientation information? Yes  No
- 2) Have you ever been a participant of WIA or received funding for training from WIA? Yes  No
- 3) List your current or most recent employer: \_\_\_\_\_
  - a. Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
  - b. Reason for leaving: Lay-off  Quit  Terminated  Still Employed  Other: \_\_\_\_\_
- 4) How many jobs do you apply for on a weekly basis? \_\_\_\_\_
- 5) Do you have a High School Diploma or GED? Yes  No  Do you have a degree? Yes  No
- 6) Have you taken the TABE (Basic Skills) Assessment? Yes  No  N/A
- 7) Are you in default of a student loan? Yes  No  Not sure   
*Not sure? (Call 1-800-621-3115 – US Department of Education)*
- 8) How did you hear about the WIA Program? \_\_\_\_\_

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## Suitability Questionnaire

### Regarding your Job Search:

What job titles are you seeking?

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List any training or certifications you already have:

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Tell me about the longest job held. What was your position? Why did you leave?

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Have you ever quit or been fired from a job? Y \_\_\_\_ N \_\_\_\_, please explain if yes, \_\_\_\_\_

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### Regarding your Transportation:

Check the method of transportation you will use to go to job interviews and work:

- My own: \_\_\_\_ if so Year \_\_\_\_ Make \_\_\_\_\_ Is it in good working order? Y \_\_\_\_ N \_\_\_\_
- A friend or relative's car, or ask a friend for a ride
- The CARTA/Tri-County Link Bus System. Do you have a discount bus pass? Y \_\_\_\_ N \_\_\_\_

Do you have a valid SC Driver's license? Y \_\_\_\_ N \_\_\_\_

**Regarding Childcare:** Describe the method of childcare used for your dependent children:

Child	Describe childcare arrangements

Describe your childcare back up plan in case your regular caregiver can not watch the children:

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**Regarding your Background:** Background investigations uncover all incidents of record, even if they have been dismissed. Employers commonly conduct criminal background checks as a part of their hiring process.

- Do you have any arrests or convictions in another state? Y \_ N \_\_\_\_
- Do you have any pending court dates? Y \_\_\_\_ N \_\_\_\_, if so please explain: \_\_\_\_\_
- Many employers require drug testing. Are you able to pass the drug test? Y \_\_\_\_ N \_\_\_\_

Regarding your expectations:

Tell us your main reason for requesting WIA assistance. What do you want us to help you with?

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Do you have any special accommodations? If yes, what type of accommodation would you need?

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Do you have a resume? \_\_\_\_\_ How often do you update your resume? \_\_\_\_\_

Rate your computer skills on a scale of 1-10, 10 being a computer wiz: \_\_\_\_\_

Do you have access to the Internet at home? \_\_\_\_\_

When was the last time you logged into SCWorks.org? \_\_\_\_\_

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**Please review the following acknowledgment statement:**

I, \_\_\_\_\_, attest that the information stated in this packet is true and accurate to the best of my knowledge. Completion of this form does not guarantee acceptance into the Workforce Investment Act (WIA) Program.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

(ONLY REQUIRED IF APPLICANT IS UNDER THE AGE OF 18)

# MASTER APPLICATION FOR EMPLOYMENT

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**PERSONAL INFORMATION**

DATE OF APPLICATION: \_\_\_\_\_

**Name:**

Last

First

Middle

**Address:**

Street

(Apt)

City, State

Zip

**Alternate Address:**

Street

City, State

Zip

**Contact Information:**

( )

( )

Home Telephone

Mobile

Email

*How did you learn about our company?***POSITION SOUGHT:** \_\_\_\_\_**Available Start Date:** \_\_\_\_\_**Desired Pay Range:** \_\_\_\_\_

By Hour or Salary

**Are you currently employed?** \_\_\_\_\_

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**EDUCATION**

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

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Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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**PREVIOUS EXPERIENCE**

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed and reason for leaving:**

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### JOB SEARCH LOG

Participant Name: \_\_\_\_\_ SSN (last 4): \_\_\_\_\_

Date	Job Order # (if applicable)	Source/Website Used	Position applied for	Company Name	Result of Application

This document is NOT for unemployment. It is for WIA purposes only.

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### WIA Eligibility Documentation Requirements

In order to determine your eligibility for WIA intensive services, the following documents must be presented to a WIA program representative during the eligibility appointment.



#### Required Documentation

	Photo ID <b>or</b> Driver's License <b>or</b> Passport (only one is necessary).
	Address verification (if different from ID).
	Social Security Card.
	Verification of any government assistance (DSS, TANF, Unemployment, SSDI, SSI, etc.). <b>Government assistance does not guarantee or prevent eligibility.</b>
	Proof of <b>All</b> income of the last 6 months for <b>All</b> household members who are working and related to you by blood or marriage.
	Provide proof of recent job searches for the last month (use Job Search Review form OR UI Job Search Form).
	Recent cover letter and resume (generic application may be substituted).
	Completed SC Works Trident Employment Assistance Questionnaire
	Completed WIA Program To-Do List with attached documentation (see welcome packet).
	<b>If</b> laid off from your last employer (down sizing or closing), verification of dislocation (ie. layoff notice from employer).
	<b>If</b> claiming veteran's status, please provide a copy of your DD214. Eligibility can be conducted without a DD214, but veteran's preference will only be given at the core and intensive levels of service.

**Failure to provide the above documentation at eligibility will delay your determination for intensive services.**