

LIFE & WORK

- Program Overview -



We are the coalition of churches, businesses, and community organizations that uses biblical principles to help people enhance their employability. Our mission is to inspire and equip people for success at life and work. This is an innovative approach to workforce development that provides a lasting solution to the challenges of insecurity, low self-esteem, and inconsistent work ethic in today's workplace by training people and building strategic relationships.

There are five stakeholders in our Community-centric model: the training candidates, the volunteers who mentor them, the churches who provide the leadership in their communities, the employers who put the model to work, and the various community resource agencies. Our partners put the following **goals** into action:



- **Equip:** Pastors and volunteers from local churches lead a 12-week class called Life & Work where people develop the soft skills and employability skills in high demand for today's workforce.
- **Encourage:** Marketplace professionals enhance the employability of Life & Work class participants by serving as volunteer Mentors and Job Counselors throughout the 12-week training process. Resume and Interview Coaches from employer partners fill one-time volunteer opportunities during select class nights in the process.
- **Employ:** Business partners seek to recruit Life & Work graduates by attending semi-annual Career Fairs and posting open jobs through our online Job Connection.
- **Empower:** Community Partners such as government, education and social service organizations participate in semi-annual Community Resource Fairs to assist in the removal of barriers to employment.

We train people on work-relevant biblical principles that result in much more than just exposure to *strategies for success*. Our participants experience changes of heart that improve both their performance and their attitudes towards work. The LIFE & WORK curriculum is delivered over the course of twelve weeks during two distinct meeting times each week:

The **LIFE** class teaches "soft skills" for success at work. Class participants are expected to complete a weekly assignment from the workbook in preparation for relevant instruction and small group discussion led by **volunteer Mentors**.

Class topics include:

- Self-Esteem
- Relationships
- God and Work
- Authority
- Attitude
- Integrity
- Communication
- Conflict
- Stewardship
- Excellence

The **WORK** class teaches the essential "employability skills" for success in finding and keeping a job. Community Partners provide qualified instructors and access to resources to facilitate a successful job search, all with the help of **volunteer Job Counselors, Resume and Interview Coaches**.

Class topics include:

- CareerDirect Assessment
- Individual Career Plan
- Professional Resume Preparation
- Job Search Strategies
- Interviewing Techniques
- Dress for Success
- Private Community Resource Fair
- Private Career Fair

Individual and Community Transformation through the Power of Employment!

7531 S. Orange Blossom Trail
Orlando, Florida 32809
(407) 235-1521
www.JobsPartnershipFL.org

PLEASE PRINT

Applicant Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date of birth: ____/____/____ Age: _____ Social Security #: _____ - _____ - _____ Gender: Male Female

Home Phone #: _____ Cell Phone #: _____

Email Address: _____

Emergency Contact Person: _____ Relationship: _____ Phone: _____

Drivers License #: _____ State: _____ Expiration Date: _____

Do you own a car? Yes NoAre you a United States citizen? Yes No If No, can you provide proof of residency? Yes No
 Ethnic Origin: White-Caucasian African-American Hispanic Multi-Racial Bi-Racial
 Native-American Asian, Pacific Islander Other _____
Marital Status: Single Married Divorced Separated Widowed

Number of children living with you under age 18: _____

Total Monthly Household Income \$ _____ List All Sources: _____

Do you receive any of the following assistance?

 TANF SSI Food Stamps Section 8 4C Childcare Other _____

What is your current housing status?

 Rent Own Home Shelter/Transitional Housing Homeless Other _____

How did you hear about The Jobs Partnership (please be specific)?

 Church: _____ Jobs Partnership Graduate: _____ Other: _____Are you currently attending a church? Yes No

If yes, where? _____ Pastor's Name _____

An accurate and complete application will allow The Jobs Partnership of Florida to serve you better. After completing **both sides** of this application, please read the information below and sign your agreement.

By signing below, I certify that the information provided on this application is true and accurate to the best of my knowledge. I understand that the information will be verified and that untruthful or misleading answers are cause for rejection of this application or dismissal from the program.

Include proof of identity with your application (Attach a copy of Driver's license, Florida ID card, birth certificate or social security card).

Applicant Signature

Date Signed



PLEASE COMPLETE REVERSE SIDE

Employment Information

Are you currently working? Yes (If yes, complete this section) No (If no, skip to Educational Background)

Employer Name: _____

Address: _____

Employer Phone: _____ Supervisor's Name: _____

Job Title: _____ Start Date: ____ / ____ / ____ Type of Work: Full Time Part Time Temporary

Rate of Pay: \$ _____ Hours per week: _____ Number of weeks worked in last 12 months: _____

Do you receive: Full Benefits Partial Benefits No Benefits

What is your primary employment goal?

Keep this job Get promoted at this company Find a new job doing the same kind of work Change careers

Educational Background Information

Check highest level of education completed:

Some High School Associates Degree

High School Diploma Bachelors Degree

GED Masters Degree

List any certifications or professional licenses: _____

Are you attending school now? Yes No If yes, please list the following information:

Name of School: _____ Course of Study: _____

Enrollment Date: ____ / ____ / ____ Expected Graduation Date: ____ / ____ / ____

Criminal Background Information

Please write NA if not applicable _____

Please tell us about any previous arrests and convictions. Provide complete information, including classification.

Note: Providing this information **will not** disqualify you from enrolling in The Jobs Partnership program and **will** help us to better serve you in the job search process.

Classification – (Circle one)	Location – City, County, State	Year	Charge – Be specific	Outcome – Final Judgment
Felony - Misdemeanor				
Felony - Misdemeanor				
Felony - Misdemeanor				
Felony - Misdemeanor				
Felony - Misdemeanor				
Felony - Misdemeanor				

Application may be mailed to:
 The Jobs Partnership of Florida
 7531 S. Orange Blossom Trail
 Orlando, FL 32809
Or faxed to: (407) 438-9445
Questions? Please call: (407) 235-1521

LIFE & WORK

Frequently Asked Questions



1. What kind of training do you provide?

*Answer: We train people on how to become better employees by using work related principles from the Bible. We also help people develop a better understanding of their skills and career interests so they can find a job opportunity that is a good fit for who they are. We **do not** offer training that teaches specific job skills, such as computer skills or how to be a plumber.*

2. How long is the training? When and where do the classes meet?

Answer: The LIFE & WORK training class offered by The Jobs Partnership of Florida is a 12-week class that meets two times a week (Tuesday & Thursday) for two hours each night (6:00 – 8:30pm). The classes are held at various churches and community centers throughout Central Florida.

3. If I go through the training, will you guarantee me a job at the end?

Answer: No.

4. I need a job right away. Can you work with me before I take the class?

Answer: Yes, we have a number of partners that can assist you in finding a job immediately. We will connect you with a Vocational Specialist for job placement as a short term solution, with your commitment to enroll in the next LIFE & WORK class.

5. Are you a job placement agency?

Answer: No. Only people that successfully complete our 12-week LIFE & WORK training class are eligible for job placement assistance through our Business Partner Network.

6. Do you provide money or scholarships for me to go back to school?

Answer: The Jobs Partnership of Florida does not pay for people to go back to school to further their education. However, through our partnership with Orange County and/or Workforce Central Florida, you may be eligible, based on your household income, to receive a training voucher that will pay for continuing education to help you get a job.

7. What is the age requirement for enrollment in the class?

Answer: You must be at least 18 years old.

8. Can you tell me more about how the program works?

Answer: We would be happy to send you an Information Packet that describes our program in more detail. If you still have questions after receiving the packet, please send us the completed Enrollment Application, and our Program Coordinator will answer any questions you have. We must have a completed application to provide additional assistance.

9. What do I need to do to enroll in the LIFE & WORK training class?

*Answer: Submit your completed application along with one form of identification (i.e., copy of driver's license, Florida ID card, birth certificate) and attend one Jobs Partnership Program Information Session to be considered for acceptance into the program. Completed applications should be faxed or mailed to the address listed below or brought to a Jobs Partnership Program Information Session. **Your will be notified by mail or phone of your acceptance.***

Enrollment Information

(407) 235-1521

Fax (407) 438-9445

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