



## WT Work Registration Checklist – LAKE/SUMTER

Customer Name (Please Print) \_\_\_\_\_

Last 4 of SS# \_\_\_\_\_

ACTIVITIES TO BE COMPLETED	INSTRUCTIONS <i>These activities must be completed <u>within 10 CALENDAR DAYS</u> of the Group Registration Follow Up Appointment. Helpful Tip: To print documents use <u>Ctrl + P</u></i>
<input type="checkbox"/> Register for work on the Employ Florida Marketplace (EFM) Website	<ul style="list-style-type: none"> <li>▪ Go to: <a href="http://www.employflorida.com">www.employflorida.com</a></li> <li>▪ From homepage, select 'Not Registered? Learn how and Why' link (underneath the 'Password' field)</li> <li>▪ Go to 'Option 2 - Create a User Account'</li> <li>▪ Select 'Individual' hyperlink</li> <li>▪ Complete information</li> <li>▪ Click on 'Background' tab then 'Start the Background Wizard' button</li> <li>▪ Complete the Background Wizard including the Skills Section</li> <li>▪ <b>Print the General Information Tab (contact information) and Background Tab</b></li> </ul>
<input type="checkbox"/> Complete EFM Resume	<ul style="list-style-type: none"> <li>▪ Log in to EFM (<a href="http://www.employflorida.com">www.employflorida.com</a>)</li> <li>▪ Select 'Resume Builder' on left navigation pane</li> <li>▪ Either Create a resume or select 'Edit' to update a resume already in EFM</li> <li>▪ To update a resume, select the titles for each section on the resume, the titles will be hyperlinked and then select 'save'</li> <li>▪ Once it's updated, select 'Save Resume &amp; Return' at the bottom</li> <li>▪ <b>Complete EFM resume and print results</b></li> </ul>
<input type="checkbox"/> Complete EFM Assessment	<ul style="list-style-type: none"> <li>▪ Log in to EFM (<a href="http://www.employflorida.com">www.employflorida.com</a>)</li> <li>▪ Select 'Career Services' then 'Career Explorer'</li> <li>▪ Select 'Match Your Interests &amp; Work Values'</li> <li>▪ Select 'Your Interests'</li> <li>▪ Select the 'Begin the Work Interest Analyzer' button</li> <li>▪ <b>Complete the assessment and print results</b></li> </ul>
<input type="checkbox"/> Up Front Diversion	<p><b>Provide the following to the group appointment <u>only</u> if you indicated that you have an emergency</b></p> <ul style="list-style-type: none"> <li>▪ Proof of identity (driver's license, school ID card, voter's registration, birth certificate)</li> <li>▪ Social Security card or proof of application</li> <li>▪ Citizenship (birth certificate or other documents)</li> <li>▪ Employment verification form OR other verification of employment</li> <li>▪ Income and resources (pay stubs)</li> <li>▪ Emergency Documentation - original bills/expenses: (Phone, Electric, Medical, Lease agreement etc...) must be in your name.</li> <li>▪ If in need of auto repair, vehicle must be in your name and               <ul style="list-style-type: none"> <li>a) 3 estimates b) Proof of car Insurance, c) Car registration, d) Driver's License</li> </ul> </li> </ul>
<input type="checkbox"/> Attend Group Registration Follow-Up Appointment	<p><b>Mondays from 9:00 – 11:00 OR Thursdays 1:30 – 3:30</b></p> <p>CareerSource Central Florida - Lake/Sumter Office 1415 South 14<sup>th</sup> St., Suite 100, Leesburg, FL 34748</p> <p><b>****Bring all items in bold and listed above to Follow up Appointment****</b></p>

Customer Signature \_\_\_\_\_

