



WT Work Registration Checklist – WEST ORANGE

Customer Name (Please Print) _____

Last 4 of SS# _____

ACTIVITIES TO BE COMPLETED	INSTRUCTIONS <i>These activities must be completed within 10 CALENDAR DAYS 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"> ▪ Go to: www.employflorida.com ▪ From homepage, select 'Not Registered? Learn how and Why' link (underneath the 'Password' field) ▪ Go to 'Option 2 - Create a User Account' ▪ Select 'Individual' hyperlink ▪ Complete information ▪ Click on 'Background' tab then 'Start the Background Wizard' button ▪ Complete the Background Wizard including the Skills Section ▪ Print the General Information Tab (contact information) and Background Tab
<input type="checkbox"/> Complete EFM Resume	<ul style="list-style-type: none"> ▪ Log in to EFM (www.employflorida.com) ▪ Select 'Resume Builder' on left navigation pane ▪ Either Create a resume or select 'Edit' to update a resume already in EFM ▪ To update a resume, select the titles for each section on the resume, the titles will be hyperlinked and then select 'save' ▪ Once it's updated, select 'Save Resume & Return' at the bottom ▪ Complete EFM resume and print results
<input type="checkbox"/> Complete EFM Assessment	<ul style="list-style-type: none"> ▪ Log in to EFM (www.employflorida.com) ▪ Select 'Career Services' then 'Career Explorer' ▪ Select 'Match Your Interests & Work Values' ▪ Select 'Your Interests' ▪ Select the 'Begin the Work Interest Analyzer' button ▪ Complete the assessment and print results
<input type="checkbox"/> Up Front Diversion	<p>Provide the following to the group appointment <u>only</u> if you indicated that you have an emergency</p> <ul style="list-style-type: none"> ▪ Proof of identity (driver's license, school ID card, voter's registration, birth certificate) ▪ Social Security card or proof of application ▪ Citizenship (birth certificate or other documents) ▪ Employment verification form OR other verification of employment ▪ Income and resources (pay stubs) ▪ Emergency Documentation - original bills/expenses: (Phone, Electric, Medical, Lease agreement etc...) must be in your name. ▪ If in need of auto repair, vehicle must be in your name and <ul style="list-style-type: none"> a) 3 estimates b) Proof of car Insurance, c) Car registration, d) Driver's License
<input type="checkbox"/> Attend Group Registration Follow-Up Appointment	<p>Mondays from 1:00 – 3:00, Wednesdays 9:00 – 11:00 OR Thursdays from 1:00 – 3:00</p> <p>CareerSource Central Florida – West Orange 609 N. Powers Dr., Orlando 32818</p> <p>****Bring all items in bold and listed above to Follow up Appointment****</p>

Customer Signature _____

