

# CAREERS

BY **NATIONAL ABLE NETWORK**

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**WORKFORCE INNOVATION &  
OPPORTUNITY ACT ORIENTATION**





## ABOUT US

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### OUR HISTORY

At National Able Network (Able), our mission is to help make careers happen. Each client receives personalized career supports that integrate career coaching, specialized training, and direct connections to the job market.

- **76,000 jobseekers served each year**
- **19% average increase in annual wages**
- **86% of unemployed clients enter new careers with assistance from National Able Network**

### OUR VISION

Our vision is to create the most nimble and effective workforce development organization focused on righting historic failures to address inequality in the workforce. We will break down systemic barriers to employment and help job seekers achieve their goals for family and life sustaining careers. We seek to build thriving communities by connecting local businesses to a pipeline of talent they might otherwise overlook.





## SPECIALIZED PROGRAMS

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We offer specialized career services for **military veterans**, **seniors**, and **for individuals who are interested in pursuing an information technology career.**

**CALL CENTER: 855.994.8300**



Today's Technology.  
Your Future.



# NATIONAL ABLE NETWORK CAN HELP YOU!

**Research and  
Define Your  
Occupational  
Goal**

**Create Your  
Elevator Pitch**

**Develop  
Targeted  
Resumes**

**Work Your  
Network**

**Interview  
with  
Success**

**Track Your  
Progress  
and Adjust**

# Customer Success Stories

*[www.NationalAble.org/blog](http://www.NationalAble.org/blog)*



**“Without National Able Network I wouldn’t have been able to do it**

– moneywise and school wise.  
Come out and ask for the help!”  
– Jennifer E.



**“I’m really thankful for everything that IT Career Lab and National Able Network have done...they were instrumental pieces that made everything possible.”**

– David H.



**“...I feel like I’ve won the lottery...really! I’m so grateful to [National] Able [Network] for helping to prep me for my new adventure.”**

– Karen M.





**These services include both Basic and Individualized Career Services:**

- CAREER COACHING
- CAREER TRAINING
- CAREER CONNECTIONS



# BASIC CAREER SERVICES

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## CAREER RESOURCE CENTER

- Utilize computers, internet, printers, fax, and phones on-site. Assistive technology available.

## INITIAL ASSESSMENT OF SKILLS

- An Assessment of Reading and Math skills taken by all clients except for those who can provide proof of an Associate degree or higher

## REFERRALS AND LABOR MARKET INFORMATION

- Partners are onsite to provide connections and assistance with Employment, Human Services, and Adult Education needs
- Discover trends and growth in your career industry by learning about local and national labor market information

Due to COVID-19, our American Job Centers are not open to the public.



## PARTNERS

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Our services are available to you at no cost through the support of our **dedicated funding partners**, including:

- Illinois Department of Employment Security (IDES)
- Illinois Department of Human Services (IDHS)
- Illinois Department of Rehabilitation Services (IDRS)
- Adult Education & Literacy
- And many others...



Illinois Department of  
Rehabilitation  
Services



National Able Network®

# JUMPSTART<sup>a</sup>

ACCELERATE YOUR JOB SEARCH



**THE ULTIMATE GUIDE  
TO RESUMES**



**LINKEDIN: MAXIMIZE YOUR  
PROFESSIONAL POTENTIAL**



**INTERVIEW SUCCESS:  
ALL THE ANSWERS**

## BASIC CAREER SERVICES

### JUMPSTART! WORKSHOPS

Our JUMPSTART workshops incorporate leading edge curriculum on what's going on in the job market today. **Those that participate in our job readiness training get jobs 32% faster!**

- **The Ultimate Guide to Resumes**
- **LinkedIn: Maximize Your Potential**
- **Interview Success: All the Answers**
- **My Skills, My Goals: The Targeted Job Search**
- **Financial Wellness While Seeking Employment**
- **Exceptional Customer Service**
- **And more!**

\*Participation in the WIOA program includes participation in these workshops.

**CAREERS**  
BY NATIONAL ABLE NETWORK



# INDIVIDUALIZED CAREER SERVICES

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## CAREER COACHING

Our expert team of **employment and training specialists** will support you through every step of your job search and training with one-on-one sessions.

### Career coaching includes:

- Career pathway discussions
- Individualized support
- Individual employment plan
- Resume assistance
- Job search development
- Post-placement support



# INDIVIDUALIZED CAREER SERVICES

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## JOB SEARCH WORK TEAMS

Join one of our Job Search Work Teams to reduce your job search time by 31% and build your professional network.

## CAREER CONNECTIONS

Attend exclusive hiring events and receive job leads emailed directly to you each week.

## SUPPORTIVE SERVICES (when available)

Receive transportation assistance, interview or work clothing, connections to healthcare, childcare and more.





# WORKFORCE WEDNESDAY

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## MEET WITH EMPLOYERS

Our expert team of **career coaches and business development specialists** host a monthly career fair where job seekers can network and connect with local businesses that are looking to hire qualified candidates.

### Business industries include:

- Customer Service
- Healthcare
- Transportation
- Information Technology
- And more!

\*Due to COVID-19, Workforce Wednesday (which is normally held in-person) is in the process of transition.



# INDIVIDUALIZED CAREER SERVICES

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## WE OFFER CAREER TRAINING AND TUITION ASSISTANCE!

Partial or full financial assistance in these WIOA approved industries:

- Retail, Hospitality and Culinary
- Transportation Distribution and Logistics
- Business and Professional Services
- Manufacturing
- Healthcare
- Information Technology
- Construction

To learn more about your career training options and apply for training, attendance at our Training Guidance Workshop is required.



**\*Each training application is reviewed by a panel  
and not all applications are approved.**

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BY NATIONAL ABLE NETWORK





# TRAINING GUIDANCE WORKSHOP



**DID YOU KNOW WE OFFER TRAINING IN GROWING CAREER PATHWAYS AT NO COST TO YOU?**

**TRAINING GUIDANCE WORKSHOP FOR ILLINOIS RESIDENTS**

**JOIN US FOR THE TRAINING GUIDANCE WORKSHOP ON WEDNESDAYS AT 1 PM CST IN ZOOM!**

- Visit [www.NationalAble.org/enroll](https://www.NationalAble.org/enroll) and scroll down to the orange bar (see image below) for more information!

**TRAINING GUIDANCE WORKSHOP**

Did you know that we can offer you training in growing career pathways at no cost to you?



# YOUR RESPONSIBILITY

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- **STAY IN CONTACT WITH YOUR COACH**
  - Check your email daily and be responsive to opportunities
  - Inform us when your status changes and provide documentation
- **ESTABLISH AND COMMIT TO AN INDIVIDUAL EMPLOYMENT PLAN**
- **PARTICIPATE IN WORKSHOPS AND EVENTS**
- **BE ACCOUNTABLE FOR YOUR OWN JOB SEARCH**
  - Actively job search and network
  - Ensure resume and online profiles are up to standard

# Enrollment Process



BY **NATIONAL ABLE NETWORK**

**AN ONLINE ORIENTATION FOR ILLINOIS RESIDENTS**

Hi Francheska!

**We look forward to meeting you at our orientation tomorrow, March 31 at 1 PM Central Standard Time (CST).**

Below please find important information for orientation.

**Webinar Log In Information:**

- Please visit <https://zoom.us/j/6880583225> on your computer, tablet, or smartphone at least TEN MINUTES prior to start time. If you are joining through the Zoom app, the meeting ID is 6880583225.
- You may also dial in using your phone. Please call 312.626.6799 and enter this access code: 6880583225#
- Download your enrollment packet here: [www.NationalAble.org/enroll](http://www.NationalAble.org/enroll)

[www.NationalAble.org/enroll](http://www.NationalAble.org/enroll)



BY **NATIONAL ABLE NETWORK**



# Downloads at [www.NationalAble.org/enroll](http://www.NationalAble.org/enroll)



## Application Instructions & Checklist

Hello! Please use these instructions as a checklist to gather the required documents for your National Able Network application package. Once you've completed Sections 1, 2, and 3 then follow the instructions in Section 4 to submit!

### Section 1

We need ALL items in this section!

- ☐ Completed National Able Network Application Form
- ☐ Copy of your valid Driver's License OR State ID
- ☐ Signed Customer Code of Conduct Form
- ☐ Copy of your social security card
- ☐ Most recent version of your resume

### Section 2

We just need ONE document from each box!

- ☐ **Proof of Address** (CANNOT be more than 30 days old)  
Approved documents include: valid driver's license or state ID with current address, printout/letter/registration card from government agency, housing authority certification, lease/mortgage/rent receipt, utility bill with your name and address.  
If you are homeless, please provide letter from DHS or your shelter.
- ☐ **Proof of Authorization to Work in the United States**  
Approved documents include: US birth certificate, valid US passport, green card, naturalization certification, alien registration card.
- ONLY FOR MALE APPLICANTS WHO WERE BORN ON OR AFTER JANUARY 1, 1960**  
☐ **Proof of Compliance with Selective Service**  
Please go to [SSS.gov](http://SSS.gov) to register and/or print verification  
Approved document include: Selective service verification form or print-out, selective service registration card or status information letter
- ☐ **ONLY FOR APPLICANTS WITH A BACHELOR'S OR MASTER'S DEGREE**  
**Proof of Undergraduate and/or Graduate Education**  
Approved documents include: Official/unofficial transcripts, copy of your diploma

PAGE 1 OF 2

## National Able Network Application Form

Program: Workforce Innovation & Opportunity Act (WIOA)

Hello! Please complete this form, and make sure to sign the last two pages.  
Thank you!

### 1. Tell us about YOU.

What day did you attend orientation? \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender: ☐ Male ☐ Female ☐ Prefer Not to Answer

Birthdate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Stress Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

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

Ethnicity (Please select all that apply):

- ☐ Black
- ☐ American Indian/Alaskan Native
- ☐ White
- ☐ Hawaiian/Pacific Islander
- ☐ Asian
- ☐ Prefer Not to Answer

Are you Hispanic and/or Latino(a)?

☐ Yes ☐ No

► Please list two people, who do not live with you that we may contact on your behalf in case of an emergency.

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

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Authorization to work in the United States:

- ☐ US Citizen or Citizen of US Territory
- ☐ US Permanent Resident
- ☐ Alien/USCIS

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

Expiration Date: \_\_\_\_\_

☐ None of the Above

Only for male applicants who were born on or after January 1, 1960.  
Are you Selective Service compliant?

☐ Yes ☐ No

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American Job Center  
Customer Code of Conduct

The Chicago Cook Workforce Partnership (The Partnership) is committed to providing all customers with quality, professional services as well as a clean, safe and comfortable environment. To assist in this endeavor, this Customer Code of Conduct has been established. The use of American Job Center facilities and resources implies acceptance of our Customer Code of Conduct, which is based on the principle of respect for all customers and staff.

Conduct detrimental to the American Job Center's programs, staff, operations or customers will not be tolerated. Customers who are not conducting business related to a job search or who fail to conduct themselves within acceptable standards, as outlined in this Customer Code of Conduct, will be subject to removal from the American Job Center and possible denial of services.

The following is a list of activities and behaviors that will not be tolerated:

- Use of obscene and/or abusive language
- Intimidation, threatening behavior, harassment towards staff or customers
- Disruption of the center operations/recklessness or disorderly conduct/creating a public disturbance
- Physical assault towards staff or customers
- Intoxication, bringing liquor or illegal drugs/substances onto the premise
- Bringing unlawful firearms, weapons, or items on the premise
- Customer misrepresentation to staff or customers
- Misuse of American Job Centers and its resources for non-work-related activities
- Loitering on the property of an American Job Center
- Acts of vandalism, theft, defacement and/or destruction of property, equipment, or materials
- Remaining in the American Job Center after closing or when requested to leave
- Entering non-public areas except when accompanied by staff or with staff permission
- Consistently arriving late for scheduled appointments and/or workshops
- Consistently missing scheduled appointments and/or workshops without providing reasonable notice
- Falsification of American Job Center records, including providing false information or identification
- Attire/clothing that is revealing, unclean or otherwise inappropriate for business
- Use of the restrooms for bathing, shampooing, shaving, or washing clothes
- Not adhering to the resource room instructions and procedures

Violations of this Customer Code of Conduct may result in disciplinary action including: verbal warning, removal from the American Job Center, suspension of admittance, banishment, involvement of local law enforcement, and the filing of criminal charges. Should you have any questions, please contact the Agency Manager or the Chicago Cook Workforce Partnership's Grievance/Equal Opportunity Officer, Gladys Hall at (312) 603-7083 or via email at [ghall@workforceboard.org](mailto:ghall@workforceboard.org). This notice is completed once staff starts working with the customer and provides that person with one-on-one services and/or guidance.

I acknowledge that I have read and am in receipt of a copy of the Customer Code of Conduct and Customer Bill of Rights.

Signature \_\_\_\_\_ Date \_\_\_\_\_

[Twitter](#) [Facebook](#) [Instagram](#) [LinkedIn](#) [YouTube](#) [Google+](#)

Follow us online: [workforceboard.org](http://workforceboard.org)  
[@ChiCookWorks](#) [#ChiCookWorks](#)



CHICAGO COOK WORKFORCE PARTNERSHIP

Workforce Innovation and Opportunity Act (WIOA) Title I  
EQUAL OPPORTUNITY/DISCRIMINATION COMPLAINT PROCEDURES

National Able Network

Contracting Agency

Francheska Feliciano, Director

Title/Signature (CEO or Site Director)

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity;
- or
- making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that **communications with individuals with disabilities** are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO if you believe you have experienced discrimination:

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Chicago Cook Workforce Partnership  
Attention: Gladys Hall, Grievance/Equal Opportunity Officer  
69 W. Washington Suite 2860  
Chicago, IL 60602  
Voice: (312) 603-7083  
TTY: (312) 603-0201  
E-mail: [ghall@workforceboard.org](mailto:ghall@workforceboard.org)

OR  
Civil Rights Center (CRC)  
Attention: Director  
United States Department of Labor  
200 Constitution Avenue NW  
Room N-4123  
Washington, DC 20210  
or CRC website at [www.dol.gov/cvcr](http://www.dol.gov/cvcr)

Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available upon Request to Individual with Disabilities

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# ELIGIBILITY DOCUMENTS

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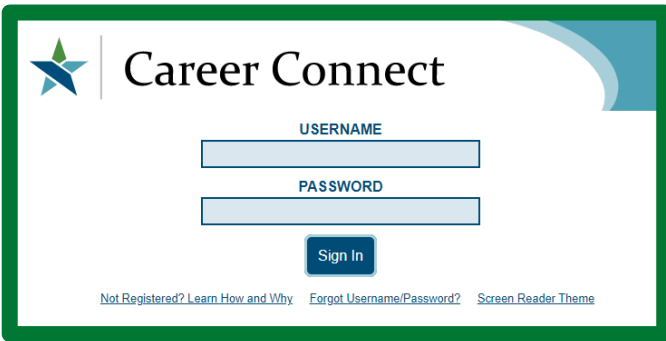


## Documents include:

- State ID or Drivers License
- Documentation with current address
- Proof of income for the last 6 months (i.e. IDES letter or payment detail, public assistance record, check stub(s), or other)
- Social Security card - signed
- Birth Certificate or Current U.S. Passport
- Selective Service Compliance (if applicable)

*Documents will be uploaded to a secured site.  
In some cases alternative documentation will be requested.*





**Career Connect**

USERNAME

PASSWORD

Sign In

[Not Registered? Learn How and Why](#) [Forgot Username/Password?](#) [Screen Reader Theme](#)

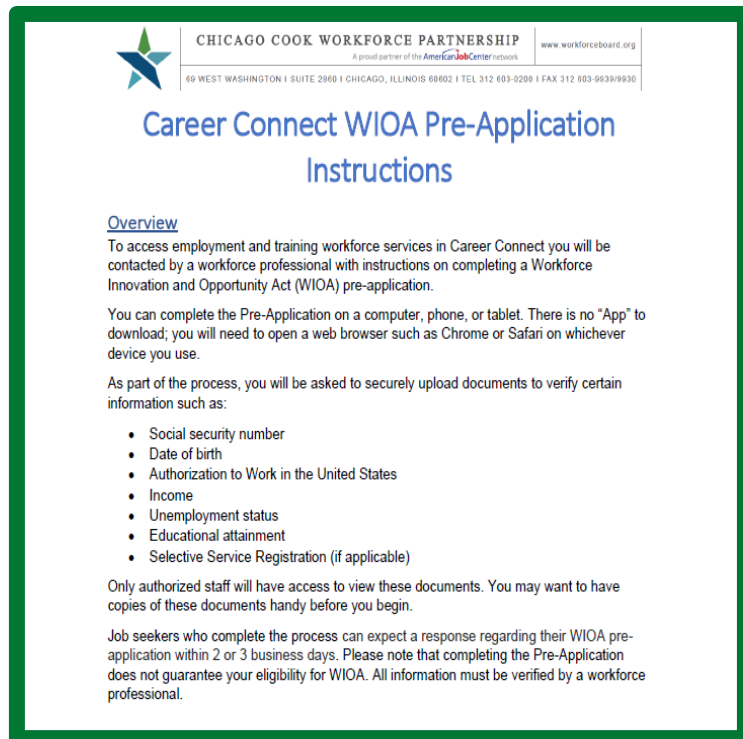
# PROGRAM APPLICATION PROCESS



[www.ChicagolandCareerConnect.org](http://www.ChicagolandCareerConnect.org)

## Process Includes:

- **Creating a profile** on Career Connect
  - Visit: [www.ChicagolandCareerConnect.org](http://www.ChicagolandCareerConnect.org)
- **Starting** Career Connect Pre-Application
- **Uploading** eligibility documents to Career Connect
- **Emailing** your resume and your Able Program Application



**CHICAGO COOK WORKFORCE PARTNERSHIP**  
A proud partner of the [American Job Center](#) network  
www.workforceboard.org

60 WEST WASHINGTON | SUITE 2000 | CHICAGO, ILLINOIS 60602 | TEL 312 603-0200 | FAX 312 603-0930/9930

### Career Connect WIOA Pre-Application Instructions

Overview

To access employment and training workforce services in Career Connect you will be contacted by a workforce professional with instructions on completing a Workforce Innovation and Opportunity Act (WIOA) pre-application.

You can complete the Pre-Application on a computer, phone, or tablet. There is no "App" to download; you will need to open a web browser such as Chrome or Safari on whichever device you use.

As part of the process, you will be asked to securely upload documents to verify certain information such as:

- Social security number
- Date of birth
- Authorization to Work in the United States
- Income
- Unemployment status
- Educational attainment
- Selective Service Registration (if applicable)

Only authorized staff will have access to view these documents. You may want to have copies of these documents handy before you begin.

Job seekers who complete the process can expect a response regarding their WIOA pre-application within 2 or 3 business days. Please note that completing the Pre-Application does not guarantee your eligibility for WIOA. All information must be verified by a workforce professional.



# HOW TO SUBMIT APPLICATION & RESUME

(IN JUST TWO STEPS!)

## 1 SELECT THE LOCATION THAT IS CLOSEST TO YOU

### PILSEN

Near West American  
Job Center  
1700 W. 18<sup>th</sup> Street  
Chicago, IL 60608

### CHICAGO HEIGHTS

South Suburban Cook County  
American Job Center at  
Prairie State College  
202 South Halsted Street  
Chicago Heights, IL 60411

### SKOKIE

Illinois Branch Office at  
Oakton Community College  
7701 Lincoln Avenue  
Skokie, IL 60077

### EVANSTON

Illinois Branch Office at  
Evanston Public Library  
1703 Orrington Ave.  
Evanston, IL 60201

## 2 EMAIL YOUR APPLICATION TO THAT LOCATION

### PILSEN

[PilsenEligibility@NationalAble.org](mailto:PilsenEligibility@NationalAble.org)

### CHICAGO HEIGHTS

[PSCEligibility@NationalAble.org](mailto:PSCEligibility@NationalAble.org)

### SKOKIE / EVANSTON

[NCEligibility@NationalAble.org](mailto:NCEligibility@NationalAble.org)

# NEXT STEPS

## ELIGIBILITY DETERMINATION



**WIOA  
Application &  
Documents**



**Training Guidance  
Workshop & Packet**



**Degree or  
Reading/Math  
Assessment**



**Meet your  
Career Coach!**



## Start today!

While your application is in review and you're waiting to get matched with a Career Coach, our Career Readiness Experts look forward to helping you **pursue your dream career TODAY!**

Join our experts at an interactive workshop!  
They are held **EVERY WEEK.**

Build a NEW RESUME, PREPARE FOR INTERVIEWS, CONNECT WITH OPEN POSITIONS, and MORE.

Visit our calendar to register:  
[www.NationalAble.org/calendar](http://www.NationalAble.org/calendar)





# EQUAL OPPORTUNITY IS THE LAW

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The Workforce Innovation and Opportunity Act (WIOA) Title One Program is federally funded.

Equal Opportunity is the Law.

**If you believe you have been discriminated against you have the right to file a complaint**

**Address your complaint to:**

- Chicago Cook Workforce Partnership  
Attention: Gladys Hall  
Equal Opportunity Officer  
69 W. Washington, Suite 2860  
Chicago, Illinois 60602
- Phone: 312.603.7083
- Email: [eo-compliance@workforceboard.org](mailto:eo-compliance@workforceboard.org)





## BE IN-THE-KNOW!

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For the most updated information on office hours, webinars, and more, please visit our website ([www.NationalAble.org](http://www.NationalAble.org)) and follow us on social media.

**We look forward to seeing you in the future!**



[facebook.com/NationalAbleNetwork/](https://facebook.com/NationalAbleNetwork/)



[@NatAbleNetwrk](https://twitter.com/NatAbleNetwrk)

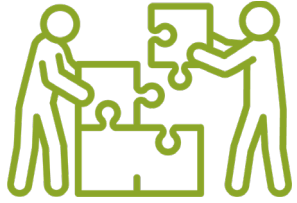


[@NationalAbleNetwork](https://www.instagram.com/NationalAbleNetwork)



[@NationalAbleNetwork](https://www.linkedin.com/company/NationalAbleNetwork)

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## FUNDERS

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Our services are available to you at no cost through the support of our **dedicated funding partners**, including:

- **Workforce Innovation and Opportunity Act** funding from the **Chicago Cook Workforce Partnership**
- **Trade Adjustment Assistance** funding from the **Illinois Department of Commerce and Economic Opportunity**
- **Private community foundations**



CHICAGO COOK  
WORKFORCE  
PARTNERSHIP



THE  
CHICAGO  
COMMUNITY  
TRUST  
  
AND AFFILIATES

ROBERT R.  
**MCCORMICK**  
FOUNDATION



**Northern Trust**

**CAREERS**  
BY NATIONAL ABLE NETWORK



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the  American Job Center® network

This program is funded through the Workforce Innovation and Opportunity Act.

# Questions

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# CAREERS

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THANK YOU!

