

Name: _____

Required Supporting Documents

Date Documents Due to Program Specialist: _____

Intake Appointment Documents:

- Employflorida.com account created:
 - o Background Wizard
 - o Resume
 - o Upload Driver License and Social Security Card
 - o Complete Work Interest Analyzer
- Wonderlic exam completed, unless you meet one of following:
 - o CDL class A permit
 - o Currently enrolled in post-secondary school with a 2.0 GPA
 - o Associates degree or higher education
- Driver's License unexpired or other photo ID
- Signed Social Security Card
- Alien Registration card unexpired-if this applies to you.
- DD214, if applicable (Veterans Only)
- Copy of Current grades/unofficial transcripts- if you are currently in school.
- Copy of CDL Class A permit, if applicable
- Copy of Associates degree or higher, if applicable
- Address Verification (Driver's License, Utility Bill, Voter ID)
- Unemployment pay stub, copy of auto UC deposit or letter of layoff (If receiving UC Benefits outside the State of Florida)
- If not receiving unemployment, proof of Food stamp OR last 26 weeks of paystubs
- Offender/Court documents, mandatory if applicable- If you have an offender record, you need to show court papers that show the outcome of the charges.
- Employability Assessment
- Training Provider/School paperwork-start date, end date, description of training (including required courses) and cost of program from the school you would like to attend.
- PELL information-If the school accepts PELL.
- Documentation to cover remaining training costs, if applicable.

Career Coach Appointment Documents:

- Employability Assessment

*** There may be other items required depending upon your application and specific personal information.

Please upload all documents in Employ Florida