

# Application Checklist

The following information is required to complete the online Career Link application for assistance:

- A current email address is required.
- Contact Information, including a valid phone number.
- Date of Birth
- Three Collateral Contacts; that is, individuals that do not reside at your address, who we can contact to reach you. (Name, Address, City, State, Zip, Relationship to You, Phone Number)
- Gender
- Authorized to work in USA?
- Ethnicity/Race
- Disability Status
- Veteran Status
- Highest Grade Completed
- Education Credentials Attained
- Employment Characteristics
- Work History going back 10 Years (if applicable)
  - Employment dates (MM/DD/YYYY – MM/DD/YYYY)
  - Employer
  - Job Title
  - Employer's Address
  - Contact Name/Phone
  - Job Duties
  - Wage
  - Hours worked per week
- Family Information
  - Family Size
  - Receiving Food Stamps?
- Proposed Training Plan (if applicable)
  - Program Name
  - School
  - Proposed Start Date
  - Anticipated Graduation Date
  - Number of Credit Hours completed
  - What type of job would you like to have?
  - What is a reasonable starting salary?
  - What financial concerns do/will you have during training?
    - Tuition, Fees, Books, Required medical exams, immunizations, etc., Uniforms, Equipment/Tools, Childcare, Certification Costs, Mileage, Graduation Costs
- Which Career Link would you like to be served by?
  - Fulton Co., Marshall Co., Mason Co., McLean Co., Peoria Co., Stark Co., Tazewell Co., Woodford Co.

Be sure to have this information available when you complete a Tuition Assistance application at [www.careerlink16.com/apply](http://www.careerlink16.com/apply).