



**DeKalb Workforce Development**  
*Where Workforce Comes Together*

320 CHURCH STREET, DECATUR, GA 30030  
 404-687-3400

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

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

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate #: ( ) \_\_\_\_\_ - \_\_\_\_\_

Please state specifically what type of career training you are seeking:

\_\_\_\_\_

How did you hear about DeKalb Workforce Development /WIA?

**\*Please attend an Intake Session once you complete your paperwork on any first or third Monday of each month at 9am. No walk-ins prior to these dates. Paperwork must be completed in full.**

Initial for completion	INTAKE CHECKLIST
	Social Security Card --- provide a copy
	Georgia Drivers License or GA State ID--- provide a copy
	Proof of residency---utility or consumer bill, etc. --- provide a copy
	Current Resume and Cover Letter (must include email address)
	Family Income Verification --- proof of income for the past six months can be any of the following: <ul style="list-style-type: none"> <li>• Most recent check stubs, Social Security Benefits, TANF, Food-stamps, letter from person providing support if no income</li> <li>• Unemployment Insurance (UI) Examiner Letter or Separation Notice for Dislocated Workers (Involuntary Lay-off or company closure)</li> </ul>
	Job Search Log --- List 10 of the most current employment/employer opportunities you have recently applied for
	Labor Market Research---Ads for 10 companies with current openings in your training field of interest (include requirements, be sure you meet the requirements of each ad before attaching to your paperwork). In addition to the 10 ads, you must attach the labor market research. This information tells us about the industry you are interested in. Things like wages now and in the future; if it's an in demand occupation now and in the future; what are the job duties, skills required, etc.
	Selective Service --- for all males born after January 1, 1960 must be registered. Visit <a href="http://www.sss.gov">www.sss.gov</a> to print off verification
	O*NET Interest Profiler – Visit <a href="http://www.gcic.peachnet.edu">www.gcic.peachnet.edu</a> –user ID is dekalbwdd and password is gcis1557---print off the summary page at the end of the survey.
	7 year MVR only if you are interested in Truck Driving
	Training Interest Questionnaire completed in full (be sure to complete the work history page with all information it ask for)
	Individual Training Account Application completed in full with all research and job ads attached. Do not attach single newspaper cut outs – paste to paper if they are not printouts from the computer
	Acceptance letter and Program Ready Letter if attending a Technical School.