

How to Sign-up for Eligibility Explorer Program Guide

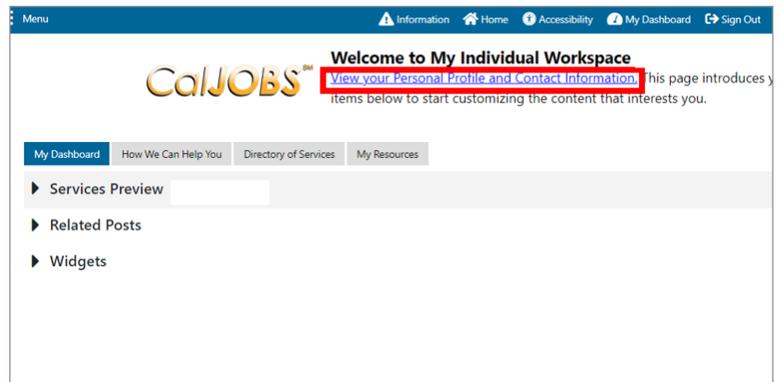
Burbank Employment Connection at Burbank Public Library

• Last Updated August 30, 2021 •

This is a referral-based program to sign up for training opportunities and job search assistance through the America's Job Centers at no cost. The program(s) are specifically for Adult Service (WIOA), Dislocated Worker Services (WIOA) and Youth Services (WIOA). Please be aware that this does NOT guarantee eligibility, but it will help put you on the right track to meeting with staff and determining what assistance is available.

Step 1

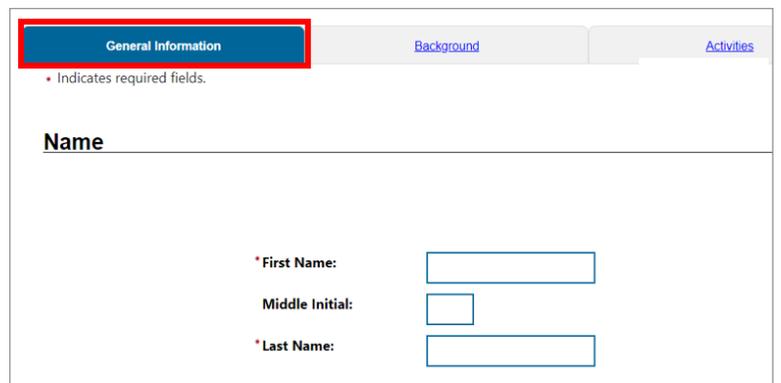
From the **Welcome to My Individual Workspace** page, Click on **View your Personal Profile and Contact Information** blue link to complete the application and sign-up for the Eligibility Explorer program.



Step 2

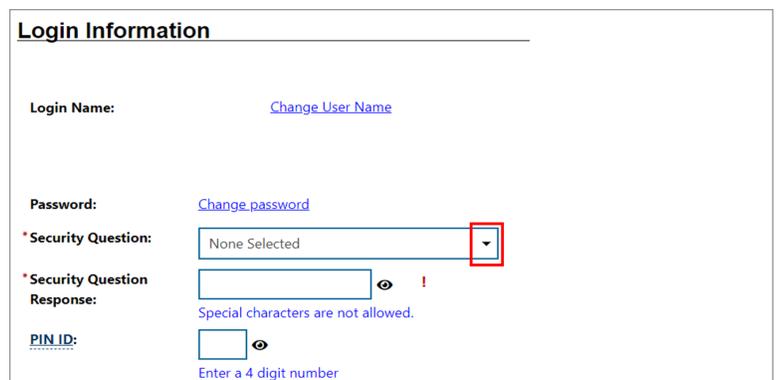
In the **General Information** section, enter **First Name** and **Last Name**.

Please note: If changes/updates are made, click the Save button (at the bottom) if not completing application.



Step 3

Select a **Security Question** using the drop-down menu, provide an answer in the **response box**, and enter **PIN ID** used in "How to create a CalJOBS User Account" section 6.



Step 4

Type your **email** address and **re-enter** it to confirm.

E-mail Address

Primary E-mail:

[Create E-mail Account](#)

[Read Our E-mail Security Policy](#)

Confirm Primary E-mail Address:

[Resend E-mail Confirmation Notice](#)

Step 5

Select response for **homeless question**; enter **residential address, zip code, city** and use drop down menus to select **state, county** and **country**.

Residential Address

* Are you homeless? Yes No

This is where you live.

* Address Line 1 :

Address Line 2:

Apt #, Lot #, Building #, Suite #

* Zip Code: [Find zip code](#)

* City:

* State:

* County / Borough / Parish:

* Country:

Step 6

If mailing address is the same as the residential address select the **Use residential address** box. If mailing address is not the same as the residential address, enter mailing address, zip code, city, and use the drop-down menu to select state and country.

Mailing Address

This is where you receive your mail.

Use residential address

* Address Line 1 :

Address Line 2:

Apt #, Lot #, Building #, Suite #

* Zip Code:

* City:

* State:

* Country:

Step 7

Enter **primary phone number**, select **primary phone type** from the drop-down menu, and to receive text messages enter phone number in **Text message cell phone number** section, providing phone number to receive text messages is optional.

Phone Numbers

* Primary Phone: - - Ext: !!!

* Primary Phone Type:

Alternate Phone: - - Ext:

Alternate Phone Type:

Text Message Cell Phone Number: - -

Step 8

Select preferred method to **receive notifications** using the drop-down menu.

Preferred Notification Method

* Please select a method in which you prefer to receive your notifications:

Email ▼

Step 9

Select “Library” from the drop-down menu when answering **From where are you accessing this website?** And select “Workforce Partner” from the drop-down menu when answering **How did you hear about this website?**

Site Access

* From where are you accessing this website? Library ▼

How did you hear about this website? Workforce Partner ▼

Step 10

Enter **DOB**, select **Sex** (at birth), select **Selective Service** response from drop-down menu. Disclosing Gender ID and Sexual ID are optional.

Demographic Information

* Date of Birth: (MM/DD/YYYY)

Age:

* What sex were you assigned at birth, on your original birth certificate?: Female Male Prefer not to disclose

Have you registered with the Selective Service? None Selected
[\[Selective Services web site \]](#)

How would you describe yourself? None Selected ▼

What would you consider your sexual identity to be? None Selected ▼

Step 11

Select **Citizenship** status from drop-down menu.
*Disclosure of citizenship status is optional.
 (depending on selection limited help may be provided)*

Citizenship

* Citizenship: Citizen of U.S. or U.S. Territory ▼

Step 12

Answer the following questions about **disability**. Disability disclosure is optional and if disclosing a disability, applicant may be eligible for additional resources and/or services. Disability information will not be shared.

Disability

* Do you wish to disclose a disability? Yes, I have a disability I wish to disclose. No, I do not have a disability. I do not wish to answer.

* Are you deaf or do you have serious difficulty hearing? Yes No Not Specified

* Are you blind or do you have serious difficulty seeing even when wearing glasses? Yes No Not Specified

* Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions? Yes No Not Specified

* Do you have serious difficulty walking or climbing stairs? Yes No Not Specified

* Do you have difficulty dressing or bathing? Yes No Not Specified

Step 13

Select **Highest Education** from the drop-down menu, and answer **Are you attending school** from the drop-down menu.

**if applicant is youth, there may be additional services.*

Education Information

* Your Highest Education Level Achieved: ▼

If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate value of High School Diploma or High School Equivalency Diploma.

* Are you attending school? ▼ !

Step 14

Select **Current Employment Status** from the drop-down menu, type of business worked in and **Unemployment Eligibility Status**, specify if **currently looking for work**, and select if within the last 12 months, you've received a notice of termination, layoff or separation from the military. Programs exist for those that have been laid off.

Employment Information

* Current Employment Status: ▼

* Type of business worked in: ▼ !

* Unemployment Eligibility Status: ▼

* Are you currently looking for work? Yes No

Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service? Yes, I have recently received a notice of termination, layoff or military separation. No, I have not recently received a notice of termination, layoff or military separation.

Step 15

Farm work disclosure.

Farmworker Information

The following questions do not pertain to work performed on a family farm, ranch, beekeeping, food processing or food manufacturing operation owned by yourself or close relatives.

* Have you worked as a farmworker in the last 12 months? Yes No

Step 16

Type **desired job title** in the field.

Job Title

Please enter a job title below. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

*What is your desired job title?

Your desired job and occupation titles can be changed at any time after registration.

Step 17

Click on **Search for an occupation** link to view pop-up window to search job lists.

Job Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

[\[Search for an occupation \]](#)

Occupation Title:
Occupation Code:

<< Back
Next >>

Step 18

Enter occupation in **Keyword Search Options** box, then click on **Search** or click on the top **Occupations** categories underlined in blue to browse.

Occupations by Keyword
Occupations by License
Occupation Lists
Occupations by Education Program
Occupations by Military Specialty
Occupations by Occupation Code
Occupations by License

Display only Occupations with a Bright Outlook

Display Green Occupations only

Search for an occupat

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[Keyword Search Options](#)

Search

Step 19

Select your **ethnic origin** and **race**, disclosure is optional.

Ethnic Origin

* Are you of Hispanic or Latino heritage? Yes No Information Not Provided

* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

Step 20

Answer the following question about your **English language proficiency**.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English? Yes No

or

Do you have difficulty in speaking, writing, reading, or understanding English?

Step 21

Answer the following questions about your **Military Service**, if any. Please note any of these marked yes qualifies for veteran programs.

Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

* Are you currently in the military, a veteran or the spouse of a veteran? Yes No

* Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

* Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit? Yes No

Are you the Spouse of someone in the active-duty military service, National Guard or Reserves who is currently activated? Yes No

Step 22

Answer the questions regarding **Public Assistance**. Please note any of these marked yes qualifies for priority in service. If marked no but income is low and depending on income applicant could qualify as priority. After answering all questions, click on **Save** and then **My Dashboard**.

Public Assistance

Please provide answers to the following questions if any apply within the last 6 months.

* Has your household received Temporary Assistance for Needy Families (TANF) payments? Yes No

* Have you been determined eligible for or received Supplemental Nutrition Assistance Program assistance (SNAP formerly known as Food Stamps)? Yes No

* Have you received General Assistance Payments? Yes No

* Have you received Refugee Cash Assistance Payments? Yes No

* Have you been supported through the State's Foster Care System? Yes No

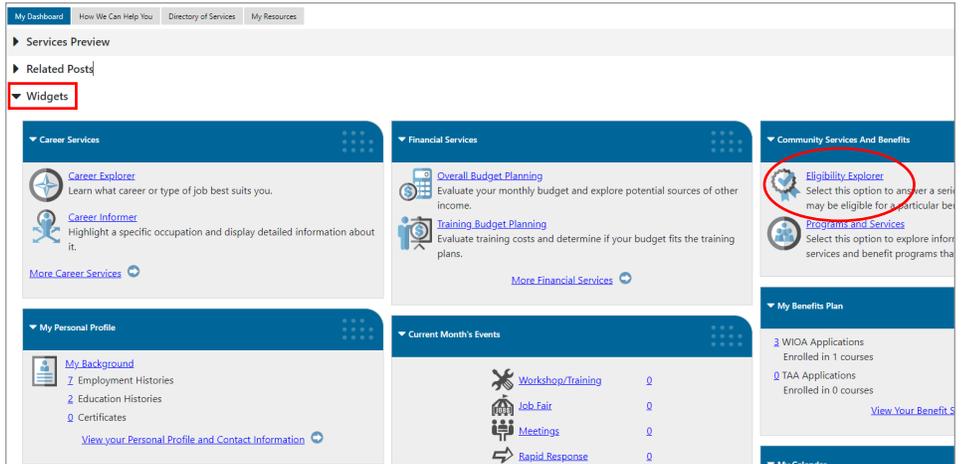
I do not wish to provide household information

* Number of individuals living in your household

* Total income earned within the last 6 months

Step 23

Select the **My Dashboard** category, click on the **Widgets** section, and select the **Eligibility Explorer**.



Step 24

Under **Available Programs**, select the **Interested** box for the **Adult Services (WIOA)** program, and then click on **Next>>** to sign-up.

