

St. Vincent

POVERTY Experience

Employment Officer

Employment Officer Packet Contents:

- 1 Employment Officer Instruction Sheet
- 1 Employment Officer Record Form
- 10 Applications for Employment
- 10 Work Registration forms
- 4 Employment Cards—2 employment checks and 2 employment vouchers (Attach to each appropriate check or voucher)
- 1 page of newspaper want ads
- 10 pens/pencils
- 1 business and 1 closed sign
- 1 name tag

General Information – The Employment Officer has two tasks:

- 1) Employ four people using the four job descriptions available through the Employment Office
- 2) Counsel people on other ways of getting a job, such as using the want ads.

The employment situation is bad, particularly for people who have no marketable skills. It will be discouraging for you to not be able to help but know that you are adding to the simulation's reality factor. Unemployed family members come to you looking for work. You have four job descriptions on the enclosed cards that you can give out. Match the job with the skills the applicant has. One of these jobs can be given out each 15-minute "week". If you wish, you may look through the local want ads with the person to see if an appropriate job is available, but usually the ads will demand experience. You will be asked to report on your experiences with the families during the debriefing period at the end of the simulation.

Responsibilities

- 1) Transportation Passes – Collect a transportation pass for each person who comes to the Employment Office, including children. If the person has no pass, send him/her to the Quik Cash (Currency Exchange) Office to purchase some.
- 2) When an applicant comes to you to seek employment – Have each person looking for work fill out the Work Registration Form. You will need to know his/her skills and past employment history. So, ask a number of questions such as: "How much education do you have? Where have you worked before? Do you have computer skills? Do you have dependable transportation?" If the person does not seem qualified for the job, you may choose not to hire. If clients ask for other jobs, give them the want ads to read and say they will have to apply for those positions directly since they are not registered with this employment office. You can tell the applicants that at present, full-time jobs are not readily available, particularly for people like themselves who have limited education and no marketable skills! If you do hire someone, give him/ her an Employment Card and either the corresponding Employment Check or the Employment Voucher, depending on what the Employment Card tells you to do. Advise the newly employed person that he/she must report income changes to the Welfare office as this job will affect public assistance benefits. Anyone under 16 years of age must have a work permit to get a job. Let young applicants know that it will be almost impossible for them to get this permit unless they are working in a family-run business or if their shift ends by 8 p.m. on school nights. Send those under 16 to the Welfare Office to seek a work permit because they cannot even apply for a job without one. Record jobs given on the Employment Office Record Form.

Employment Office Record Form

| FAMILY | JOB OFFER | SALARY | ACCEPTED | REFUSED | DID NOT QUALIFY |
|---------------------|------------------|---------------|-----------------|----------------|------------------------|
| ABER (4) | | | | | |
| BOLING (4) | | | | | |
| CHEN (4) | | | | | |
| DUNTLEY (3) | | | | | |
| EPPERMAN (3) | | | | | |
| FUENTES (3) | | | | | |
| GONZALEZ (3) | | | | | |
| HANLOW (3) | | | | | |
| ISMA (3) | | | | | |
| JOLLY (3) | | | | | |
| KAMINSKI (3) | | | | | |
| LOUIS (3) | | | | | |
| MORRIS (4) | | | | | |
| NATTIN (4) | | | | | |
| OLSON (4) | | | | | |
| PEREZ (4) | | | | | |
| QUANT (4) | | | | | |
| ROGERS (4) | | | | | |
| SMITH (1) | | | | | |
| TISKIT (1) | | | | | |
| USSAR (1) | | | | | |
| VIMMER (1) | | | | | |
| WISCOTT (2) | | | | | |
| XANTHOS (2) | | | | | |
| YARROW (2) | | | | | |
| ZUPPOT (2) | | | | | |

Application for Employment

Date _____

| | | | |
|-----------------------------|-------------------------------|------------------------|------------------|
| Name | | Social Security Number | |
| Current Address | | Zip Code | Daytime Phone |
| | | | Evening Phone |
| Position Applied for | Date you can start | | Salary Desired |
| Are you presently employed? | May we contact your employer? | | References? |
| Name of Schools | Years Attended | Did you Graduate? | Subjects Studied |
| Grammar: | | | |
| High: | | | |
| College: | | | |
| Other: | | | |

Subjects of special skills, study or training _____

Employment History Please list your last three employers, beginning with the most recent.

| Month & Year | Employer Name & Address | Salary | Position | Reason for Leaving |
|--------------|-------------------------|--------|----------|--------------------|
| From: To: | | | | |
| From: To: | | | | |
| From: To: | | | | |

References please list three references who have known you for a least one year.

| Name | Daytime Phone | Business | Years Known |
|------|---------------|----------|-------------|
| | | | |
| | | | |
| | | | |

Authorization

I certify that the information reported in this application is true and complete to the best of my knowledge. I understand that if I am employed, any falsified statements on this application will be grounds for dismissal. I hereby authorize investigation of all information reported on this application, and I authorize the references and employers listed above to give you any and all information concerning my previous employment and any other pertinent information, personal or otherwise, and I release the company from all liability that may result from use of such information.

Signature _____ Date: _____

Work Registration Form

4 of 8 pages

| | | |
|------------------------|---------------------|----------------|
| Name of Registrant: | Address: | Date of Birth: |
| Social Security Number | Sex:: | HH |
| Last Grade Completed | No. Week Unemployed | |
| Experience | How Long | |

History

| | |
|-----------------------------------|--|
| Employer | Address |
| Job Title | Dates: From: To: |
| Wages \$ Per | Reason for Leaving |

Intake Worker

| | |
|-------------|----------|
| Interviewed | Training |
|-------------|----------|

What skills do you have that an employer might be looking for (other than those specified through their employment history)?

What kinds of jobs have you applied for in your current job search?

Week # _____ Given employment card? _____

Bureau of Employment Cards- Photocopy on PINK Paper

Bureau of Employment EMPLOYMENT CARD

WEEK ONE

| | | |
|--------------------|-----------------------------------|--|
| Job: | Counter Person at Neat-O Cleaners | COMMENTS: All employment will cause TANF benefits to be adjusted. Employee may still qualify for pro-rated food stamps. |
| Pay rate: | \$10.30/hour | |
| Hrs./week: | 40 | |
| New weekly income: | \$ 350.20 | |
| Pay schedule: | Bi-Weekly | |
| Amount of check: | \$ 700.40 | |

Check Attached

ATTENTION EMPLOYMENT OFFICER: This is not a check. Check is attached to this card.

Bureau of Employment EMPLOYMENT CARD

WEEK TWO

| | | |
|--------------------|-------------------------------------|--|
| Job: | Janitor – Janitorial Services Corp. | COMMENTS: All employment will cause TANF benefits to be adjusted. Employee may still qualify for pro-rated food stamps. |
| Pay rate: | \$11.00/hour | |
| Hrs./week: | 40 | |
| New weekly income: | \$ 374.60 | |
| Pay schedule: | Weekly | |
| Amount of check: | \$ 374.60 | |

Check Attached

ATTENTION EMPLOYMENT OFFICER: This is not a check. Check is attached to this card.

Bureau of Employment EMPLOYMENT CARD

WEEK THREE

| | | |
|--------------------|----------------------------------|--|
| Job: | Secretary – Type Rite, Co., Inc. | COMMENTS: All employment will cause TANF benefits to be adjusted. Employee may still qualify for pro-rated food stamps. |
| Pay rate: | \$12.00/hour | |
| Hrs./week: | 40 | |
| New weekly income: | \$ 408.30 | |
| Pay schedule: | Bi-Weekly | |
| Amount of check: | \$ 816.60 | |

First check issued next month.

ATTENTION EMPLOYMENT OFFICER: This is not a check. Give employee attached voucher.

Bureau of Employment EMPLOYMENT CARD

WEEK FOUR

| | | |
|--------------------|--------------------------------|--|
| Job: | Receptionist – Hello 2 U, Inc. | COMMENTS: All employment will cause TANF benefits to be adjusted. Employee may still qualify for pro-rated food stamps. |
| Pay rate: | \$11.00/hour | |
| Hrs./week: | 40 | |
| New weekly income: | \$ 374.60 | |
| Pay schedule: | Weekly | |
| Amount of check: | \$ 374.60 | |

First check issued next month.

ATTENTION EMPLOYMENT OFFICER: This is not a check. Give employee attached voucher.

Checks/Vouchers - Photocopy on BLUE Paper (do not laminate) 6 of 8 pages

| | | |
|---|------------------------|---------------------------------|
| Neat-O Cleaners Don't be a slob - be Neat-O 4th and Vine Streets Mugwump, SP 00093 | $\frac{79-45}{978}$ | 45921 |
| Pay to the order of \$ | Amount \$700.40 | |
| Seven hundred dollars and forty cents | | |
| | | <u>Anita Primp</u> President |
| 12000496 404 1001124 | 45921 | |

| | | |
|--|------------------------|---------------------------------|
| Janitorial Services Corporation You can eat off our floors P.O. Box 12 Mugwump, SP 00092 | $\frac{79-45}{978}$ | 45921 |
| Pay to the order of \$ | Amount \$374.60 | |
| Three hundred seventy-four dollars and sixty cents | | |
| | | <u>Mr. Clean</u> ComPtroller |
| 12000496 404 1001124 | 45921 | |

| | | |
|---|--|----------------|
| Type Rite Co, Inc We like your type P.O. Box 12 County-Seat, SP 00085 | | VOUCHER |
| | | will be paid |
| \$ 408.30 per week following a probationary period. First check will be issued next month. | | |
| Non -Negotiable. This is not a check but a statement of future income. | | |

| | | |
|---|--|----------------|
| Hello 2 U, Inc. H E R 1 Tingaling Plaza County Seat, SP 00081 | | VOUCHER |
| | | will be paid |
| \$ 374.60 per week following a probationary period. First check will be issued next month. | | |
| Non -Negotiable. This is not a check but a statement of future income. | | |



Employment Office

