

I. CLIENT INFORMATION (all fields required)

First Name:		Last Name:		Middle	
Phone No.		Address:			
E-mail:					
Employee ID (current City employees only):					

* NOTE: Client's email address is required at the time of completing an application.

II. REFERRAL AGENCY INFORMATION (all fields required)

Referral Agency Code		Referral Agency Name	
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III. CLIENT ASSESSMENT (all fields required)

The "Case Manager" indicated in this Section is a Referral Agency employee who has assessed the client for job readiness and certifies the accuracy of the information below.

Case Manager Name:		Date:	
Email Address		Phone No.	

- Case Mgr Int _____ I have determined that the client is job ready and prepared to be a successful candidate in the LA Local Hire Program.
- Case Mgr Int _____ I have informed the client that in order to qualify for Bridge to Jobs they must have one of the following: a. High School Diploma or Equivalent, b. An Approved Certification, c. A qualifying score on the City's Aptitude Test.
 - How much time was spent with the client? _____
 - How was the client assessed? (check any and all that apply)

<input type="checkbox"/> In-Person Case Manager Assessment <input type="checkbox"/> Classroom Training <input type="checkbox"/> Online Training and/or Assessment <input type="checkbox"/> Previous Job Experience <input type="checkbox"/> Other	Please provide a brief description of how you screened the client:
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- Case Mgr Int _____ I have ensured the client has a valid e-mail address, is able to access the account, and is able to retrieve and send messages.

IV. CONTINUED SUPPORT FOR CLIENT THROUGH EMPLOYMENT (all fields required, unless otherwise indicated)

Will your Referral Agency provide continued support to the client once hired by the Program?	Yes <input type="checkbox"/> <i>(complete a, b on p.2)</i>	No <input type="checkbox"/> <i>(Skip to Section V)</i>
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The Program encourages continued support for the client through employment to ensure not only hire through the Program, but employment retention with the City for years to come. Examples of "continued support" are: providing case management services after hire, helping client resolve a difficult interpersonal challenges at work, mentorship or peer group programs, other supportive services, etc.

a. Continued Supportive Services, Other Services

Please list all supportive services available to your client through your Referral Agency.

If your client will have access to all services you provide, please indicate "Per Services Inventory List" (based on the services you indicated on your Agency Acknowledgement Form.

How long will client receive the support services listed above?

- Until initial hire with Program
- Until completion of Program (1 year)
- As long as client needs
- Other

Please provide short explanation if "Other":

b. Case Manager for Continued Support. The "Case Manager" indicated here is a Referral Agency employee who will be coordinating services for the client, or will be the first contact to identify how the services indicated above will be provided.

Case Mgr Name	Email	Phone:
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V. CAREER PATHWAYS – BRIDGE TO JOBS PROGRAM (all fields required)

1. Please select the client's job interests (select all that apply): It is recommended that the Case Manager assess whether a client is truly interested in and indicates an aptitude for a particular job pathway.

- | | |
|--|--|
| <input type="checkbox"/> Accounting Clerk | <input type="checkbox"/> Inspector Trainee* |
| <input type="checkbox"/> Cement Finisher Worker | <input type="checkbox"/> Investigator Trainee* |
| <input type="checkbox"/> Communications Information Representative | |
| <input type="checkbox"/> Community Services Representative | |
| <input type="checkbox"/> Customer Service Specialist | <input type="checkbox"/> Maintenance and Construction Helper |
| <input type="checkbox"/> Electrical Craft Helper | <input type="checkbox"/> Security Officer |
| <input type="checkbox"/> Field Engineering Aide | <input type="checkbox"/> Traffic Painter and Sign Poster |

**Note: Inspector Trainee will require taking and passing a civil service exam at the end of a 5-year on-the-job training period in order to obtain a permanent civil service job.*

2. Please select the client's qualification that fulfills the minimum requirement for BRIDGE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Graduation from a U.S. high school, G.E.D., or equivalent from a U.S. Institution* | <input type="checkbox"/> An Approved Certification* | <input type="checkbox"/> Client is interested in taking the City's Aptitude Test and understands that additional instructions will be sent to the email address on their application. |
|---|---|--|

**Proof must be submitted at the time of Application.*

3. Please select all work environments in which the client is willing to work (select all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> working indoors | <input type="checkbox"/> working outdoors | <input type="checkbox"/> performing physical labor |
| <input type="checkbox"/> operating a vehicle (<u>and</u> has a valid driver's license) | | |

4. Please select the client's geographic/work location preferences (select all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> Harbor/San Pedro | <input type="checkbox"/> LAX Area (LAX Airport-Hyperion) including Westchester/Venice |
| <input type="checkbox"/> East Los Angeles | <input type="checkbox"/> South Los Angeles | <input type="checkbox"/> San Fernando Valley, including East, West, and Central (Van Nuys Airport and Valley Municipal Building) |

5. Please select the client's work shift preferences (select all that apply):

- | | | | |
|------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Day | <input type="checkbox"/> Evening | <input type="checkbox"/> Late Night | <input type="checkbox"/> Weekends |
|------------------------------|----------------------------------|-------------------------------------|-----------------------------------|

VI. OTHER JOB OPPORTUNITIES: ASSOCIATE COMMUNITY OFFICER PROGRAM (ACOP) [OPTIONAL]

The Associate Community Officer Program (ACOP) is handled by the Recruitment and Employment Division (RED) of the Los Angeles Police Department. This opportunity is **OPTIONAL** and is not a part of the Bridge to Jobs Program. Please see below for more information regarding the ACOP and confirm the client's interest.

Description:

In preparation for a career in law enforcement, an Associate Community Officer is a civilian employee of the Los Angeles Police Department (LAPD) who performs a variety of law enforcement support duties under general supervision and performs related work as required. During the performance of job duties, Associate Community Officers may be rotated to varying assignments. It is expected that Associate Community Officers will be prepared to join LAPD as Police Officers after time in this class.

- I am interested in the Associate Community Officer Program (ACOP) that is handled by the Recruitment and Employment Division of the Los Angeles Police Department.
- I understand that I will be contacted by the Recruitment and Employment Division regarding the Associate Community Officer Program.

Section VII below may only be completed by an Approved Signer of an authorized Referral Agency.

VII. AUTHORIZED SIGNATURE (all fields required)

Please provide an original signature from an authorized signer and complete the fields below.

X

Signature

Date

Authorized Signer Name (PRINT):

Position Title:

Telephone Number:

E-mail Address:

NEXT STEPS

1. Original Form to stay with client.
2. Scan e-copy and email to Application Site where client will be scheduling application appointment.
3. For applicable email addresses to the Application Sites, go to the **Inside TLH** page for Referral Agencies.