



## Van Go, Inc. – Pre-Employment Preparation Program (PEPP)

The Van Go Pre-Employment Prep Program (PEPP) is a 4-week learning opportunity for youth, ages 14-15, with limited or no prior work history, who are interested in expanding their knowledge related to employment and life skills, with an element of art expression. Youth will learn job skills employers value, youth employee rights and self-advocacy, and the importance of self-care for success in the work environment.

Each youth will leave with a customizable resume and cover letter, mock interview experience, employability and life skills training and a \$300 paid stipend for their full participation in the 30-hour program.

GENERAL INFORMATION:			
<b>Name (First, Middle, Last):</b>			
<b>Preferred Name:</b>		<b>Preferred Pronouns:</b>	
<b>Date of Birth:</b>	<b>Age:</b>	<b>Gender:</b>	
<b>Ethnicity:</b>		<b>Social Security Number:</b>	
<b>How did you first hear about PEPP?</b>	<input type="checkbox"/> Parent/Family	<input type="checkbox"/> Poster/Flyer	<input type="checkbox"/> Teacher/Counselor/Professional
<input type="checkbox"/> Website/Social Media	<input type="checkbox"/> Friend/Peer (Please list name):		<input type="checkbox"/> Other:

CONTACT INFORMATION:		
<b>Address/Street:</b>		<b>Apartment # (if applicable):</b>
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>		<b>Cell Phone:</b>
<b>Email Address:</b>		
<b>Emergency Contact/Legal Guardian Name(s):</b>		
<b>Relationship:</b>		<b>Emergency Contact Phone:</b>
<b>School:</b>		<b>Current Grade:</b>

PRIOR EMPLOYMENT INFORMATION:		
<i>Van Go's Pre-Employment Preparation Program (PEPP) is designed for participants with little to no prior work experience. The program will provide education, training and resources aimed at assisting participants in securing their first job or provide a more quality and/or sustained work experience for those who have had limited prior work experience.</i>		
<b>Have you worked in a prior JAMS session?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, when:</b>
<b>Have you applied for JAMS before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, when:</b>
<b>Have you applied for PEPP before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, when:</b>
<b>Do you have any prior work experience?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, please complete the following for each place you have worked:</b>

<b>1) Employer Name:</b>	<b>Job Title:</b>
<b>Supervisor Name:</b>	<b>Dates of Employment:</b>
<b>Reason for Leaving:</b>	

**PRIOR EMPLOYMENT INFORMATION Continued:**

<b>2) Employer Name:</b>	<b>Job Title:</b>
<b>Supervisor Name:</b>	<b>Dates of Employment:</b>
<b>Reason for Leaving:</b>	

**Have you worked for more than two employers?**     Yes     No

**PROGRAM ELIGIBILITY INFORMATION:**

*Van Go receives funding from a variety of sources, to include local, state, federal government and foundations/grants. As such, we have to establish eligibility for program inclusion and report demographic information on participants served. Your information will remain confidential and will be used for reporting purposes only.  
\*If you have any questions about eligibility or a referral source to list, please contact our staff at 785.842.3797*

**Please check all of the eligibility criteria that apply and provide details where indicated:**

<input type="checkbox"/> Individualized Education Plan (IEP) or 504 Plan	<input type="checkbox"/> Mental Health Diagnosis
<input type="checkbox"/> Live in a household that falls below the federal poverty line (i.e. school fees waivers, food stamps, TANF, Medicaid, reside in Section 8/public housing or homeless)	<input type="checkbox"/> Have been or are currently involved in Juvenile Justice / Dept. of Correction services
<input type="checkbox"/> Have been or are currently involved in truancy services	<input type="checkbox"/> Have been or are currently in the foster care system
<input type="checkbox"/> Pregnant or Parenting	<input type="checkbox"/> English Language Learner
<input type="checkbox"/> Other identified disability or need for supports - Please list:	
<input type="checkbox"/> None of the above	

**CONTACT / REFERRAL SOURCE TO VERIFY ELIGIBILITY:**

*Please provide the name and contact information for someone who can verify and/or provide any necessary information regarding your eligibility for PEPP. During the application review process, they may be contacted to provide additional details to establish you are eligible for the program.*

<b>Contact/Referral Name:</b>	<b>Relationship:</b>
<b>Phone:</b>	<b>Email:</b>

**QUESTIONS TO LEARN MORE ABOUT YOU:**

<ul style="list-style-type: none"> <li><b>What is your learning style?</b> Please check all that apply:</li> </ul>	<input type="checkbox"/> Visual Learner <input type="checkbox"/> Verbal / Auditory Learner	<input type="checkbox"/> Hands-on / Tactile Learner <input type="checkbox"/> Other (Please list):
<ul style="list-style-type: none"> <li><b>Please list some specific things that will help you focus and fully participate in a new learning environment:</b></li> </ul>		
<ul style="list-style-type: none"> <li><b>What are you hoping to learn and/or gain from being a part of this program?</b></li> </ul>		

- You have \$25 to spend at your favorite store on three items. Where are you going to shop, and what three things are you buying? Why?

- Van Go does not provide transportation for PEPP. Do you have reliable transportation to and from Van Go (715 New Jersey Street, Lawrence 66044)?  Yes  No If 'no', please explain:

### ATTENDANCE & APPLICATION CERTIFICATIONS:

#### PEPP 2024 Session Details:

- **Session Dates:** Tuesday, January 9th - Thursday, February 1st, 2024
- **Program Hours:** Tuesdays & Thursdays, 3:45 pm - 6:00pm & Wednesdays, 3:00pm - 6:00pm
- **Location:** Van Go, Inc. - 715 New Jersey St., Lawrence, KS 66044
- **Paid Stipend Criteria:** To be eligible for the full **\$300 stipend** amount, a commitment of full participation in 7.5 hours per week for four (4) weeks (a total of 30-hours) will be required.
- **Application Deadline:** Friday, December 8<sup>th</sup>, 2023 by 5:00 pm (see below for application submission details)
- **Selection Notification Date:** No later than Thursday, December 14<sup>th</sup>, 2023

#### PEPP Attendance Statement:

*Van Go PEPP is only a 4-week, 30-hour program. Regular attendance is necessary to get the full benefits of the program and to be eligible to receive the full \$300 stipend payment. There are no opportunities for 'make-up' days due to late arrivals or absences. As such, priority consideration will be given to applicants who are able to attend all scheduled PEPP days/hours.*

**I will be available to attend each of the scheduled program days at Van Go (i.e. no conflicting school activities, travel plans, employment, appointments, etc. during the scheduled time frame).**

- Yes  No If 'no', please explain:

#### Please sign below as an acknowledgement of the following:

- All of the information provided in your application is correct.
- You have read the PEPP 2024 Session Details listed above.
- You have read and agree to the PEPP Attendance Statement listed above.

**Applicant Printed Name:**

**Applicant Signature:**

**Date:**

### APPLICATION CONSENT:

#### Please sign below as an acknowledgement of the following:

- All of the information provided in this application is correct.
- You have read the PEPP 2024 Session Details listed above and are in support of this application.
- You have read and agree to the PEPP Attendance Statement and the availability response listed above.

**Legal Guardian Printed Name:**

**Relationship:**

**Phone:**

**Email:**

**Legal Guardian Signature:**

**Date:**

### QUESTIONS & APPLICATION SUBMISSION DETAILS:

**Contact for Questions:** Van Go, Inc. (785) 842-3797 / [www.van-go.org](http://www.van-go.org)

**To Submit Applications - Email completed applications to:** [pepp@van-go.org](mailto:pepp@van-go.org)

**Drop off applications:** Van Go, 715 New Jersey Street, Monday - Friday between 9:00 am – 5:00 pm

**Thank you for your application!**