



LEAP

LEARN • EARN • ADVANCE • PROSPER

The logo features the word "LEAP" in a bold, dark blue, sans-serif font. The letter "A" is stylized with three red stars above it and two red, wavy stripes that cross through it. Below the word "LEAP" is the tagline "LEARN • EARN • ADVANCE • PROSPER" in a smaller, dark blue, sans-serif font, with small red dots separating the words.

Application Packet
Fall 2015

L.E.A.P. OVERVIEW

Launched in March 2015 by Mayor Muriel Bowser, **L.E.A.P.** (*Learn, Earn, Advance, Prosper*) is a network of interconnected partners utilizing an “earn-and-learn” approach to link the District of Columbia’s unemployed residents with career, education and training opportunities.

The earn-and-learn approach applies the apprenticeship model to skills and workforce development, allowing individuals to earn a wage while participating in an on-the-job training experience and concurrently receiving related technical instruction. This framework allows individuals to earn wages and accumulate work experience thus bolstering their ability to advance along a career pathway and into the middle class.

The D.C. Department of Employment Services (DOES) serves as the lead agency for the District’s L.E.A.P. efforts, and is coordinating with D.C. Parks and Recreation (DPR) and D.C. Public Works (DPW) to fill the program’s third cohort of “earn-and-learn” opportunities.

These positions, which are slated to begin in mid-November 2015 with a series of skills training sessions, include:

- *Twenty-nine (29) positions at DPR focused around customer service.*
- *Twenty-five (25) sanitation and mechanic assistant positions with DPW.*

Applicants Must Meet the Following Requirements:

- Must be a District of Columbia resident
- Must have a high school diploma, GED Certificate or higher
- Must have basic computer skills (test will be administered during interview process)
- Must be registered with DCNetworks.org
- Must pass a clean drug screening, if offered a training opportunity.
- Must **not** be currently enrolled in a D.C. subsidized employment program
- Must have the minimum skills requirements of the three (3) identified training opportunities
- Must only apply for one (1) of the three (3) employment opportunities.
- Must be a registered participant in **one** of the following programs or services: (1) American Jobs Center, (2) Project Empowerment, (3) DOES Office of Youth Programs (4) DOES Senior Community Service Employment Program, (5) TANF, (6) SNAP, or (7) the Mayor’s Office for Returning Citizen Affairs

Questions about L.E.A.P.?

Please email leap.does@dc.gov or call (202) 442-4646.

NO CALLS, EMAILS or WALK-INS will be accepted at the DPR and/or DPW office.

**Anyone interested in applying for a L.E.A.P. position
may pick-up an application at any of the following locations:**

American Job Center – Headquarters

4058 Minnesota Avenue, NE, Washington, DC 20019
Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Northeast/Bertie Backus Center

5171 South Dakota Avenue, NE, Washington, DC 20017
Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Northwest

Franklin D. Reeves Center

2000 14th Street, NW, 3rd floor, Washington, DC 20009
Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Southeast

3720 Martin Luther King Jr. Avenue, SE, 2nd floor, Washington, DC 20032
Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

Department of Human Services – Southeast

2100 Martin Luther King Jr. Avenue, SE, 4th Floor, Washington, DC 20020
Monday-Friday, 8:30am to 4:00pm

Department of Human Services – Northeast

645 H Street, NE, Washington, DC 20001
Monday-Friday, 8:30am to 4:00pm

**Interested applicants may also print a copy of the application
from the DOES website at does.dc.gov/leap.**

**To apply, complete and submit the attached application with the following
required documents:**

- **Copy of your valid state issued photo identification**
- **Copy of your high school diploma or GED certificate** (Associate's, Bachelors, Master's Degree or higher may be submitted in lieu of a HS Diploma/GED)
- **Completed dcnetworks.org online registration** (instructions attached)
- **Copy of your resume**
- **150 to 250-word essay answering the following question – “*What does being a District of Columbia resident mean to me?*”** (Essays should be no longer than two pages, typed and double-spaced.)
- **L.E.A.P. Application Completion Verification Form** (form attached)

All completed L.E.A.P. applications must be submitted in-person at an *American Job Center* location **NO LATER THAN 4:30pm on Friday, October 23, 2015.**

L.E.A.P. applications must be submitted with all required and supporting documents. Incomplete applications will not be accepted.

Completed applications MAY ONLY BE SUBMITTED for consideration at one of the four Washington, D.C. American Job Center locations.

American Job Center – Headquarters

4058 Minnesota Avenue, NE, Washington, DC 20019
Monday-Thursday, 8:30am to 4:30 pm / Friday, 9:30am to 4:30pm

American Job Center – Northeast/Bertie Backus Center

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Instructions on How to Register in DCNetworks

1. Click on the Internet Explorer icon to gain access to the Internet
2. Type in DCNetworks.org in the address bar and press enter
3. Click on the [Not Registered?](#) link
4. Under Option 3 – Create a User Account, Click on the Individual Link to register as an Individual User
5. **Create a Unique User ID** (3 to 20 characters using letters and/or numbers)
(Example: If your name is Charles Brown and the last four digits of your Social Security number are 5555, a good User ID may be cbrown5555)
6. **Create a Unique Password** (8 – 16 characters, and must include at least one uppercase letter, one lowercase letter, one number, and one special character)
Allowable special characters are (!), (@), (#), (\$), (%), (^), (), (.), (_)*
7. Fill in all required fields that are marked with a **Red Asterisk ***
8. Click Save

Name: First _____ Middle _____ Last _____
(Print Please)

Last 4 of SSN: _____ **Date of Birth:** _____

Contact Phone Number: _____

Contact Email Address (required): _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Ward: _____ **Highest Education Completed:** _____
(HS Diploma/GED, Associate's, Bachelor's, Master's, etc.)

Veteran: _____ (yes or no) **Branch:** _____ **Discharge Date:** _____

Rate your Computer Literacy: Beginner _____ Intermediate _____ Advanced _____

Last Employer Information:

Name of Company: _____

Address of Company: _____

Position Title: _____

First date of employment: (Month/Year) _____

Last date of employment: (Month/Year) _____

You must select the position you are applying:

Customer Service Representative (DPR) _____

Mechanic Assistant (DPW) _____

Sanitation Worker (DPW) _____

You must select the agency that referred you:

DOES American Job Centers: _____

DOES: Project Empowerment _____

DOES: SCEP _____

DOES: Office of Youth Programs _____

DHS: SNAP _____

DHS: TANF _____

Office of Returning Citizen Affairs (ORCA) _____

I certify that all of the information above is true and complete to the best of my knowledge and that participating in the interview process for L.E.A.P. does not guarantee acceptance in the program and/or employment at the end of the training.

Signature

Date

L.E.A.P. Application Completion Verification Form

A verification form must be completed, signed and dated when submitting a L.E.A.P. application.

- ___ I have attached a copy of valid state photo issued identification.
- ___ I have attached a copy of my high school diploma/GED certificate or higher.
- ___ I have completed a DCnetworks.org online registration.
- ___ I have attached a copy of my resume.
- ___ I have attached my essay.

I certify that all of the information above is true and complete. I understand that applying for L.E.A.P. opportunities does not guarantee acceptance into the program and/or employment at the end of training.

Signature

Date

Print First and Last Name

Last 4 of SSN:

**This form will not be accepted after
4:30pm on Friday, October 23, 2015.**