



Student Intake Form (OSSE/DOES/DHS)

PURPOSE OF SERVICES AGREEMENT, NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY AND RELEASE OF INFORMATION CONSENT

PURPOSE OF SERVICES AGREEMENT

I understand and agree that the purpose of these services is to help me to attain suitable employment. I will cooperate with the Department of Employment Services in reaching the goal of employment. I certify that all the information given is true to the best of my knowledge and belief. I also acknowledge that I do not have any restrictions or reasons that prohibit me from keeping the agreement. I further acknowledge that I am responsible for notifying the Department of Employment Services once I find a job.

Initials: _____

Date: _____

NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY

The Department of Employment Services (DOES) does not discriminate against any individual on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation, or belief. Furthermore, the DOES does not discriminate against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity. If you think that you have been discriminated against under the WIA Title I-financially assisted program or activity, you may file a complaint, within 180 days from the date of the of the alleged violation, to either of the departments below:

**DEPARTMENT OF EMPLOYMENT SERVICES' EQUAL OPPORTUNITY OFFICE
4058 MINNESOTA AVENUE, NE SUITE 5800
WASHINGTON, D.C. 20019**

**U.S. DEPARTMENT OF LABOR CIVIL RIGHTS CENTER (CRC)
200 CONSTITUTION AVENUE, NW, ROOM N-4123
WASHINGTON, D.C. 20210**

If you elect to file your complaint with DOES, you must wait until DOES issues a written Notice of Final Action, or until 90 days have passed, whichever is sooner, before filing with the CRC (see address above). If the DOES does not provide you with a written Notice of Final Action within 90 days of the filing of the complaint, you do not have to wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90- day period. If you are dissatisfied with the DOES resolution of your complaint, you may file a complaint with the CRC. Such a complaint must be filed within 30 days of the date you received Notice of Final Action from DOES.

Initials: _____

Date: _____

RELEASE OF INFORMATION CONSENT



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I hereby authorize release of the information requested which is relevant for the purpose of employment verification and understand that my Social Security Number may be given to other federal, state, and local governments or other entities under non-disclosed contracts to such agencies.

Witnessed and Requested by:

The Department of Employment Services or Designee

I AGREE (Customer Signature) _____ **Date** _____

DOES EMPLOYMENT SPECIALIST OR DESIGNEE (Signature) _____ **Date** _____