The City of Evanston’s goal is to increase hiring of economically disadvantaged Evanston residents on City construction projects funded with local, state and federal resources. Residency means any person whose domicile is in the City. The domicile is an individual’s one and only true, fixed and permanent home and principal establishment. In order to qualify as a resident for purposes of local employment, an individual must have established domicile within the City at least thirty (30) days prior to commencing work on any Public Works project subject to the Local Employment Program.

**Why do I need an assessment form?**

The intake assessment form is used to identify your strengths and needs. This process of data collection will be used to gather relevant sources of information with respect to your individual skill set. It will be respectful and confidential. The information collected will not be ‘sold’ to a third party for marketing purposes, however it will be used for the sole determination of potential local employment at construction sites within the City of Evanston. All Candidates should understand however that these forms may be requested by anyone under the Illinois Freedom of Information Act (FOIA). Any compliance by the City of Evanston in responding to a FOIA request for such records, is lawful, and all Candidates will have no privacy interest in this information if the City of Evanston compiles and produces records responding to a FOIA request.

**Will I be guaranteed a position on a local project?**

The City of Evanston *does not* make any claims or warranties as to the qualifications of potential employees, the quality of their past job performance, or the quality of their future performance on any job for which they are referred or selected. Decisions are made by the Contractor, if selected for employment the Contractor will use its hiring policies.
**LEP CANDIDATE PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th>____________________________</th>
<th><strong>Primary Tel:</strong></th>
<th><strong>-</strong>-____</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>____________________________</td>
<td><strong>Altnt Tel:</strong></td>
<td><strong>-</strong>-____</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td>____________________________</td>
<td><strong>Ward location:</strong></td>
<td>______ (i.e. 5, 2)</td>
</tr>
</tbody>
</table>

**Ethnicity/Race:** *(optional)*
- Hispanic/Latino
- African American
- Asian American
- Caucasian
- Native Amer.
- Pacific Islander
- Other

**Are you an ex-offender?** *(optional)*

(some projects may have hiring ex-offender goals) YES / NO

**Are you willing to submit to a drug test for a potential Contractor?** *(optional)*

YES / NO

**Are you a U.S Citizen?** YES / NO

**Are you authorized to work in the U.S?** YES / NO

**Work Permit ID # if applicable _____________________________**

**How were you referred to LEP?**
- COE Website
- Job Fair
- Newspaper
- Family/Friends
- Comm. Based Organization

**Job availability:**
- Immediate
- Passive Interest
- Preferred start date

**DRIVER’S LICENSE & RESIDENCY VERIFICATION INFORMATION**

**What form of identification do you have?** *(Please provide a copy)*
- State ID
- Driver’s License
- Passport
- Immigration Card
- Other

**What type of driver’s license do you have?** *(Please provide a copy)*
- Class A
- Class B
- Class C
- N/A
- Other

**What State was your license issued?**
- IL
- Other

Please provide your Work ID # or Driver’s License expiration date. _____/_____/20____

**What is your current Driver’s License status?**
- Active
- Restricted
- Suspended/Revoked

**What is your primary means of transportation to work?**
- Own Vehicle
- Public Transport
- Other

If you own a vehicle is it registered in the city of Evanston? YES / NO

Please provide a current copy (within the past 60) days of Evanston residency using:
**EDUCATIONAL INFORMATION**

Do you have a High School Diploma (HSD) or GED? YES / NO
Did you attend college? YES / NO  List your degree.

Currently enrolled in an accredited school? YES / NO
Are you a student full time or part time? YES / NO
Anticipated date of completion, if applicable ______________________

**TRADE UNION INFORMATION**

Are you a union member? YES / NO / OTHER ______________________
Please provide your local union name & number ______________________ # _________
What is your current union status? ACTIVE / FORMER / NA / OTHER ______________________
What is your union level? JOURNEYMAN / APPRENTICE / OTHER ______________________
Are you a registered apprentice? YES / NO / OTHER ______________________
Have you completed an apprentice program? YES / NO / EXP. DT of COMPLETION ______
If applicable, please list apprentice program(s) or pre-apprentice program(s) you have completed.

________________________________________
________________________________________
________________________________________

**SPECIFIC SKILLS**

Please check all that apply for your primary skill(s).

<table>
<thead>
<tr>
<th>Skill</th>
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</thead>
<tbody>
<tr>
<td>Bricklayer</td>
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<tr>
<td>Carpenter</td>
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<tr>
<td>Concrete Mixer</td>
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<tr>
<td>Driver</td>
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<tr>
<td>Drywall</td>
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<tr>
<td>Electrician</td>
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<tr>
<td>Floor Covering</td>
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<tr>
<td>Forklift</td>
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<tr>
<td>Glazier</td>
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<td>Hod Carrier</td>
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<td>HVAC</td>
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<tr>
<td>Iron Worker</td>
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<td>Laborer</td>
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<td>Landscape</td>
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<td>Lather</td>
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<tr>
<td>Operation Engineer</td>
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<td>Painter</td>
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<td>Plasterer</td>
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<tr>
<td>Plumber</td>
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<tr>
<td>Roofer</td>
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<tr>
<td>Pipefitter</td>
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<tr>
<td>Steamfitter</td>
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<tr>
<td>Warehouse</td>
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</tbody>
</table>
What is your primary skill level experience?

- Journey Level
- Registered Apprentice
- Non-Registered Apprentice
- Pre-Apprentice
- Helper/Trainee
- No Experience, interested in trade

Years of experience in your primary skill(s).

- 1 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 to 20 years
- 20+

Please give a brief description of a project you accomplished using your primary skill(s).

______________________________________________________________________________
______________________________________________________________________________

WORK HISTORY

List your most recent employer.

Name: _________________________ Your Title: _________________________
Address: _________________________ Dates Worked: _________________________
City, St Zip: _________________________ Hrs per week: _________________________
Duties: _________________________

Reference Info (optional)

Name: _________________________
Title: _________________________
Yrs. of affiliation: _________________________
Contact phone #: _________________________
Contact email: _________________________

COMMUNITY INVOLVEMENT

List and describe any volunteer projects or community centers where you have volunteered your time in or outside of the City of Evanston.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Section 3 Information

Family Income: $___________  # of Persons in Family _______

I have attached the following documentation as evidence of my status:

☐ Documentation of income eligibility* (combined income of all adult family members)
☐ Documentation of Housing Assistance (Section 8 or HACC lease)
☐ Documentation of receipt of public assistance
☐ Evidence of participation in Youthbuild program
☐ Other (describe) __________________________________________

I, ________________________ (print name) further certify that to the best of my knowledge the information herein is accurate and true. I authorize the City of Evanston to verify the documentation attached. I understand that falsified information can lead to penalties including one (1) year imprisonment and $10,000.00 in fines.

---

Notice to LEP Participant/Prospective Employee

Thank you for completing the City of Evanston LEP Intake Assessment Form. Please attach a copy of your current resume and review all information for accuracy before submitting.

Submitting this information or participating in the City of Evanston LEP program does not guarantee employment with any potential contractor. By completing this form and signing it below, you are certifying that all statements made on this LEP Intake Assessment Form are true and correct. Providing false or inaccurate information may result in your ineligibility for employment. The City reserves the right to cite you for violating the City Code if you provide false or inaccurate information.

If you are hired by an employer pursuant to this program and you fail to come to work or come to work as scheduled, the City shall have no obligation or responsibility to you if you are terminated from employment. In the event of a termination for any job related reason, the City reserves the right to revoke your eligibility to participate in the LEP program.

I certify that all statements made on this LEP Intake Assessment form are true. I understand that providing false information may result in the City revoking my employment and/or prosecuting me for ordinance violation.

Employee Signature _______________________________ Date ____________________