

JSW AND WRC RSVP INSTRUCTIONS

Please make sure the youth follow these 3 simple steps.

- 1) Join through the LAYAW website at: <http://www.layoutthatwork.org/join>
 - a) Completes and submits the online registration form
 - b) Receives a confirmation email with an activation link that will direct them back to the website to create a username and password.
 - c) RSVP for JSW and WRC
 - i. Receives confirmation email of each event registration

 - 2) For the Job Skills Workshop (JSW), the youth needs to do the following;
 - a) RSVP online at: https://www.layoutthatwork.org/2017_jsw_kennedyhs_1129
 - b) Sign, the sign-in sheet
 - c) Complete the customer application

 - 3) Before the Work Readiness Certificate (WRC) interview, the youth needs to do the following;
 - a) RSVP online to their interview date assigned, check in with Mr. Castaneda who is coordinating the interview dates and times.
 - a. Day 1- https://www.layoutthatwork.org/2017_wrc_kennedyhs_1204
 - b. Day 2- https://www.layoutthatwork.org/2017_wrc_kennedyhs_1205
 - c. Day 3- https://www.layoutthatwork.org/2017_wrc_kennedyhs_1206
 - d. Day 4- https://www.layoutthatwork.org/2017_wrc_kennedyhs_1207
 - e. Day 5- https://www.layoutthatwork.org/2017_wrc_kennedyhs_1208
 - b) TYPE online employment application (the link will be emailed to them after they RSVP for the event) and is also included in this email (do not confuse it with the customer application)
 - c) Create and type resume.
2. At the event, the youth will;
- a) Dress Professionally
 - b) Bring their resume and typed application