



MINNESOTA WORKFORCE CENTER PARTNERS

- Northwest Private Industry Council
- Job Service/Unemployment Insurance
 - DEED Rehabilitation Services
- Inter-County Community Council

The Minnesota WorkForce Center is a partnership between state and local agencies committed to working together to help you achieve economic security. This application gives us the information we need to start helping you. You may need to fill out additional forms if you are interested in applying for the specialized services. Be sure to ask for information about any new services you are interested in.

Please read the data privacy and equal opportunity information below. When you finish reading this page, please sign and date at the bottom.

DATA PRIVACY NOTICE: The WorkForce Center staff uses the information you give us on this form to help you find employment and training. We put the information in a case file and a computerized record keeping system. Agency staff can see the information in order to carry out their job duties. We use the information for reports and audits required by federal and state agencies that provide money to run our programs. These reports do not identify individuals.

Information on the form is private data. Only information directly related to helping you find employment will be shared with employers. The information on this form is also available to federal, state and local government employees and subcontractors whose jobs require access to it and who are authorized by federal and state laws to receive the data. We may also use the information from wage records kept by the Department of Employment and Economic Development to help us evaluate the program.

You are not legally required to answer any of the questions. If you do not provide the information, or give us false information, program benefits may be denied or delayed. False or incorrect information may also cause a delay in receiving other services or result in a service that does not meet your needs.

You do not have to provide a Social Security Number to be eligible for our programs. The Federal Privacy Act and Freedom of Information Act dictates the use of the Social Security Number. We may use it for computer matches, program reviews and improvements, and audits.

EQUAL OPPORTUNITY POLICY: We consider applicants without regard to race, color, creed, religion, national origin, sex, political affiliation or belief, marital status, disability, sexual orientation, age, or status with regard to public assistance. It is our policy to abide by all federal, state, and local laws concerning discrimination.

COMPLAINT AND APPEAL POLICY: If you feel that anyone in our office has treated you unfairly, you have the right to file a complaint. If you have been denied services, you have the right to an appeal. If you wish to file a formal complaint or an appeal, please see a staff member for assistance.

I have been made aware of and understand the Data Privacy Notice. I agree that the information on this form may be shared among Minnesota WorkForce Center agencies in order to help me find employment or training.

Signature (If under 18, Signature of Parent or Guardian)

Date

WIA TITLE I COMPLAINT PROCEDURE

Complaint Based on Discrimination

Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

- Race, color, religion, sex, national origin, age, disability, political affiliation or belief, marital status, sexual orientation, creed or status in regard to public assistance: and
- 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 participant in any WIA Title I - financially assisted program or activity; or
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

What to Do if You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I - financially assisted program or activity, you may file a complaint within 180 days for the date of the alleged violation with either:

Rodger L. Coquette, Executive Director
Northwest Private Industry Council
1730 University Avenue
Crookston, Minnesota 56716
Phone/TTY: 218-281-6020
rcoquette@nwpic.net

The Director, Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, NW
Room N - 4123
Washington, D.C. 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (CRC) (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days or the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Signature (If under 18, Signature of Parent or Guardian)

Date

NWPIC 08/30/2010