

Guidelines for Program Participation and Completion



Enrollment

- All participants must fill out the Intake Form.
- Participants must attend orientation and intake provided by Back to Work Staff.
- Participants must sign agreement to follow Program Guidelines in order to participate.

Attendance

- Participants must arrive to training on time.
- Arriving late three (3) times is grounds for termination from the program.
- All participants must attend Week 1 without any absences to remain in the program.
- One absence will be allowed from the program during weeks 2-5 of training.
 - Participants can attend a make-up session for any missed workshop at SC Works Center.
 - Make up sessions must be attended before the completion of the program.
- Extenuating circumstances will be determined by Program Instructor.

Training

- Appropriate behavior will be expected at all times.
- Any behavior during a Back to Work session that is deemed disruptive by Back to Work Staff will be documented, and the participant will be asked to leave the session.
 - If a participant is asked to leave a Back to Work session 2 times, he/she will be terminated from the program.
- Participation in Workshop activities is required.
- Each participant must complete any assignments and submit them on time, as assigned.
- Participants are required to bring their Résumé Template to each Back to Work session and appointments.
 - Any participant, who attends the program three (3) times without a Résumé Template, will be terminated from the program.
 - Extenuating circumstances will be determined by the Program Instructor.

Graduation

- Participants will be issued a Certificate of Completion at the conclusion of the program, provided that they have satisfied all requirements for Enrollment, Attendance, and Training.
- Participants will be invited to attend the Hiring Event at the end of the program, if they have completed all requirements for participation in the program and they have been referred by the Program Instructor.
- Graduates must continue to attend weekly scheduled appointments after graduation, in order to receive employment assistance from the Back to Work program.

Agreement

I (Print Name) _____ have read and understand the Expectations and Guidelines for the Department of Employment and Workforce **Back to Work Program**. I acknowledge that during the duration of the program, the guidelines stated above must be followed in order to remain in the program and for successful completion of the program.

Signature

Date



Talent Release
SC Department of Employment and Workforce

I hereby agree to the photographing, recording, mixing, editing, duplication, distribution, broadcasting, transmission and other uses of any and all aspects of my performance, whether verbal, musical or otherwise, and whether in whole or in part, by print, television, radio, satellite, cable, electronic media including the Internet, or by any other means now or hereafter known, on a syndicated, local, regional, national, international or universal basis, now and in perpetuity.

Therefore, I have agreed to take part in a photography session, recording and/or live television and/or radio production session and/or verbal or written interview and I hereby consent to, acknowledge and agree that all aspects of my involvement in connection with this production are owned solely, exclusively and perpetually by the SC Department of Employment and Workforce and its successors and assigns with rights of use and reuse by the SC Department of Employment and Workforce and its successors and assigns.

Also, in consideration of any and all payments or other benefits, including those described above, I agree that the SC Department of Employment and Workforce may use my name, likeness, any biographic information and press materials about me, for any and all purposes related to the promotion and/or sale of the SC Department of Employment and Workforce or in connection therewith.

I affirm, represent and warrant that I have the right, power, authority and the ability to enter into this release agreement and perform all actions in connection herewith, and that I am not under any contract or other arrangement with any person or entity which would interfere with any aspect of my performance under this release agreement, or diminish its value to the SC Department of Employment and Workforce; and, I hereby agree to indemnify the South Carolina Employment Security Commission, its parents, subsidiaries, and affiliates, including but not limited to, its fiscal and production agent, the SC Department of Employment and Workforce, against any and all loss, claims, attorneys' fees, costs, damage, or expenses of any kind whatsoever, which they may incur in connection with a breach of my representations, warranties, or agreements herein, and this indemnification shall extend to any disputes involving any of the parties.

If under 18, parent or guardian must sign here:

Signature

Name (print please)

Date: _____

Address

City/State/Zip Code

Reviewed as to form:
