

Incumbent Worker Participant Checklist

Thank you for your interest in the Northwest Workforce Council's (NWC) Incumbent Worker Program. Below are the items required of each prospective Incumbent Worker for program enrollment. The NWC Coordinator assigned to your training project will work together with you and your workers with eligibility and enrollment.

Incumbent Worker Name _____

Incumbent Worker completes or provides:

- Worker must have a www.worksourcewa.com Job Seeker profile (instructions on signing up for a profile can provided by coordinator)
- Current Driver's License or other official identification with picture and date of birth.
- Social Security Card
- If the Incumbent Worker is a Veteran, one of the following: DD-214, Veteran's Administration Letter or Record, or any other documentation of Veteran status from an official source

Incumbent Worker Completes (provided by NWC Coordinator)

- Filled out and signed [Career Services Registration](#) form
- Signed Notice of Right to File a Discrimination Complaint and Hearing Process (*federal requirement*)
- Signed Release of Information (*so that your business can share progress made in training*)

Note:

- At least 51% of all Incumbent Workers in the cohort must have been employed by your company at least six months prior to the start of Incumbent Worker Training.