

Application Process



Completed Application packets include:

1. The application
2. Nomination form
3. Recent Physical (within the last year)
4. Picture identification (NYS Non-driver I.D., Driver's License or Passport)
5. Social security card (We will make copies of ID and SS card)

Applications should be sent via email to fcfellowship@foodlinkny.org OR Foodlink Career Fellowship, 1999 Mt. Read Blvd., Rochester, NY 14615

A committee reviews all applications carefully. During this pre-screening process, candidates are selected to come in for an initial interview with a team of Foodlink staff. Candidates should bring supporting documents including recent resume, certificates and/or diplomas, copy of HSD, GED or TASC, and letters of personal reference. During the interview, candidates also will sit for a literacy & math assessment.

"The future belongs to those who prepare for it today."

—MALCOLM X

Candidates who successfully complete the initial interview are scheduled for a 1 to 2-shift pre-training shadow in the kitchen, followed by a drug screen. Candidates will work in various food-production stations, cook for our chefs, and will be evaluated on the following criteria:

- Punctuality
- Ability to follow instructions
- Sense of urgency
- Ability to multitask
- Teamwork
- Attitude
- Ability to focus

All candidates are contacted directly to provide constructive feedback at this stage of the process. Candidates are accepted into the Fellowship and advised of their orientation schedule upon successfully completing the shadow days and passing the drug screening.

The Foodlink Career Fellowship selects 14 candidates per cohort and places 3 on the waiting list. After the training program start date, there is a 2-week assessment period, in which candidates may withdraw or be asked to reapply. This is also a time for instructors to assess participants on their performance. During this period, wait-listed applicants may be enrolled to fill those spots within the first 10 days of the program.

The wait-list selection process is determined by the applicant most qualified to pick up and catch up 10 days into the program.

Foodlink Career Fellowship

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Eligibility Criteria

The Foodlink Career Fellowship is designed to support individuals who have faced significant barriers to sustained employment and career growth. This is a competitive training program and each candidate undergoes a rigorous assessment prior to acceptance. Successful applicants must meet the following eligibility criteria:

The Basics

- At least 18 years of age
- Able to be in class from 7 am to 4 pm, Monday through Friday.
- Eligible to work in the United States
- Curious, ready to learn, and able to complete all homework assignments
- Drug free (a minimum of 60 days sobriety)
- Lives in a stable housing environment
- Home for at least one month after incarceration, and clear of any arrest warrants
- Able to read, speak, and comprehend English in a fast-paced environment

Physical requirements

- Have a current physical exam (within a year of application date)
- Able to see well enough to read at 2.5 feet with reasonable accommodations
- Able to stand for a minimum of 8 hours with two 10-minute breaks
- Able to lift 50 pounds with reasonable accommodations
- Able to hear in an environment with background noise from a distance of 20 feet with reasonable accommodations
- Foodlink will require proof of at least one Covid-19 vaccine shot at the time of program acceptance

Competencies

- A high school diploma or TASC degree is not required, however all applicants must complete a TABE with a minimum 6th grade reading and writing levels
- Successfully complete the hands-on, pre-training shadow and evaluation

Complete applications include the following:*

- Foodlink Career Fellowship Application
- Community nomination form
- Recent Physical exam (Within a year of application date)
- Picture Identification (NYS Non-driver I.D., Driver's License or Passport)
- Social security card (we will make copies of ID and SS card, if you are not a US citizen, you must provide proof you are eligible to work in the US)
- Proof of education: HSD, GED, TASC, IEP, Certificate, TABE Score

*** Contact our office if you need helping assembling these documents.**



Foodlink Career Fellowship Application

Today's Date _____

Applicant information

Name _____

Prefer to be called (nickname) _____

Best Contact Number _____

Alternate contact number _____

Address _____

City _____

County _____

State _____

Zip Code _____

E-mail _____

Date of Birth _____

Alternate Contact Person (who should we call if we can't reach you? e.g. if your phone is off or disconnected)

Contact name _____

Relationship to you _____

Contact number _____

Emergency Contact Information (who should we call in case of an emergency?)

Contact name _____

Relationship to you _____

Contact number _____

Gender _____

Male Female Transgender Non-Binary

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Race or Ethnicity

- White Black or African American Hispanic, Latino, or Spanish
- Asian American Indian or Alaska Native Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander Other_____
- Prefer not to answer

Do you have both a Photo I.D. and a Social Security Card: Yes No

If no, which one is missing_____

Education

Please check highest level of education completed:

- High School Diploma GED (TASC) Trade School Associates Degree
- Bachelor’s Degree Master’s Degree IEP Other:

Area of study_____

Any additional training/certifications_____

Program eligibility

Participation in the program requires that you pass a physical exam of which you are found fit to work with or without reasonable accommodations. If there is any reason you believe you would not meet this criteria please detail here or indicate that you will discuss at your interview. (See physical requirements.)

Participation in this program requires that you are not currently involved in any open criminal court cases or have active warrants for your arrest. Please let us know if there is a reason you believe you would not be able to meet these requirements. If you would prefer to discuss in the interview, please indicate that here.

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to enrollment in the program, I understand that false or misleading information in my application or during my interview may result in my release from the program. If this application leads to enrollment in the program, I understand that I will be asked to take and pass a physical exam, and a drug and alcohol screening.

Signature of applicant_____ Date _____



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Foodlink Career Fellowship Nomination

Today's Date _____

Nominee information

Name of Nominee _____

Nominee Address _____

Cell _____

E-mail Address: _____

Nominator information

Contact name and title _____

Agency _____

Address _____

Office telephone _____

Cell _____

E-mail Address: _____

How long have you known the nominee and what is the nature of your relationship?

Briefly describe why you believe this Fellowship is a good fit for the Nominee.

In what capacity do you support/advocate for the nominee?

Does the nominee collaborate with care management, coordinators or a therapeutic team?

The Foodlink Career Fellowship requires that nominees are able to meet the following basic requirements.

Indicate if you are concerned with your nominee meeting any of these requirements by detailing the concern here or via phone with Foodlink. Foodlink Career Fellows must (be):

- At least 18 years of age
- Able to maintain a daily schedule generally between the hours of 8 am to 5 pm, Monday-Friday
- Eligible to work in the United States
- Drug free
- Live in a stable housing environment
- Home for at least one month after incarceration, and clear of any arrest warrants
- Have a current physical exam (within a year of the date of application)
- Have proof of at least one Covid-19 vaccine shot at the time of program acceptance
- Able to see well enough to read at 2.5 feet with reasonable accommodations
- Able to stand for a minimum of 8 hours with two 10-minute breaks and be able to lift 50 pounds with reasonable accommodations
- Able to hear in an environment with background noise from a distance of 20 feet with reasonable accommodations
- Able to complete a literacy and math assessment in English
- Able to read, speak, and comprehend English in a fast-paced environment
- Able to successfully complete the hands-on, pre-training shadow and evaluation

Please detail any challenges the Nominee may have to meeting these requirements:

To your knowledge, does the nominee require any educational or workplace accommodations?

Additional Enclosures (Check all that apply)

- TABE test scores/Academic transcript
- Consent of Release of Information signed by the client
- Other _____

The Foodlink Career Fellowship is a training program, and will not take the place of any social service agency the nominee is/will be utilizing.

Are you willing to maintain a collaborative relationship (maintain an open line of communication, attend meetings, etc.) with Foodlink staff to promote the overall well-being of the nominee and support them in meeting their career goals?

- Yes
- No

Signature _____ Date _____

CFC Staff use

Date of receipt _____ Staff Initials _____

Follow up _____
