



FOODLINK CAREER FELLOWSHIP

2011 Mt Read Blvd., Rochester, NY 14615 | FoodlinkNY.org | fcfellowship@foodlinkny.org

Application & Nomination Packet

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

Application Process

A complete application packet includes:

- ✓ This application, completed and submitted
- ✓ A completed and submitted Nomination Form
- ✓ A recent physical exam (within the last year)
- ✓ Valid picture identification (NYS Driver's License, Non-Driver ID, or Passport)
- ✓ Social Security card (Foodlink will make copies of your ID and Social Security card)

If you are invited for an interview, please bring physical copies of items 3–5 with you.

How to Submit

Completed applications should be emailed to fcfellowship@foodlinkny.org, or mailed to Foodlink Career Fellowship, 2011 Mt. Read Blvd., Rochester, NY 14615.

The Nomination Form will be automatically emailed to your nominator once you submit your application. Please double-check their email address, and let them know to watch for it — **your application is not considered complete until your nominator submits their form.**

Review & Interview Process

A committee carefully reviews every application. During this pre-screening process, selected candidates are invited in for an initial interview with a team of Foodlink staff.

Please bring supporting documents to your interview, including a recent resume, certificates and/or diplomas, a copy of your HSD, GED, or TASC, and letters of personal reference. Candidates will also complete a literacy and math assessment during the interview.

Kitchen Shadow & Evaluation

Candidates who successfully complete the initial interview are scheduled for a 1–2 shift pre-training shadow in the kitchen, followed by a drug screen. During the shadow, candidates work alongside our chefs in various food-production stations and are evaluated on:

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

All candidates are contacted directly with constructive feedback after the shadow. Candidates who are accepted into the Fellowship are advised of their orientation schedule upon successfully completing the shadow days and passing the drug screening.



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Class Size & Waitlist

Each Foodlink Career Fellowship class accepts **10–12 candidates** and places **2 on a waiting list**. After the training program begins, there is a 2-week assessment period during which candidates may withdraw or be asked to reapply, and instructors assess participants on their performance. Wait-listed applicants may be enrolled to fill open spots within the first 10 days of the program, prioritized by who is best positioned to catch up quickly.

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 8 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
- Able to successfully work in a drug free professional environment
- Lives in a stable housing environment
- Home for at least one month after incarceration, and clear of any outstanding 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 the 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

Competencies

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

Complete Applications Include

- Foodlink Career Fellowship Application
- Community Nomination Form
- Recent physical exam (within a year of the application date)
- Picture identification (NYS Non-Driver ID, Driver's License, or Passport)
- Social Security card (if you are not a U.S. citizen, proof of eligibility to work in the U.S. is required)
- Proof of education: HSD, GED, TASC, IEP, certificate, or TABE score

Contact our office if you need help assembling any of these documents.



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Foodlink Career Fellowship Application

Thank you for your interest in the Foodlink Career Fellowship. If you have any questions, contact us at fcfellowship@foodlinkny.org.

Today's Date

Applicant Information

First Name

Last Name

Preferred to be Called (Nickname)

Date of Birth

☐ Male ☐ Female ☐ Transgende ☐ Non-Binary ☐ He/His ☐ She/Her ☐ They/Them

Contact Information

Best Contact Number

Alternate Contact Number

Email Address

Street Address

City

County

State

Zip Code

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

Contact Name

Relationship to You

Contact Number

Nominator Information

Your nominator serves as your reference for this program. After you submit this application, they will automatically receive an email prompting them to complete the Nomination Form. Please double-check their email address and let them know to watch for it — your application is not considered complete until your nominator submits their form.

Nominator's First Name

Nominator's Last Name

Relationship to You

Nominator's Phone Number

Nominator's Email Address



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Additional Information About You

- ☐ 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 valid photo ID and a Social Security card?

- ☐ Yes ☐ No

If no, which is missing?

Are you a veteran?

- ☐ Yes ☐ No

Education

Please check the highest level of education completed:

- ☐ High School Diploma ☐ GED (TASC) ☐ Trade School
☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree
☐ IEP ☐ Other

Area of Study

Additional Training/Certifications

Program Eligibility

Participation in the program requires that you pass a physical exam and are found fit to work, with or without reasonable accommodations. **If there is any reason you believe you would not meet the physical requirements, please detail below or indicate that you will discuss it at your interview:**

Participation also 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 meet this requirement, or indicate that you'd prefer to discuss it at your interview:**

Participation is prioritized for those who show true passion and dedication toward both the culinary arts and their professional development. **Why are you choosing to pursue a career in culinary, and why now?**

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. 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

Please complete this form to nominate a candidate for the program. If you have any questions, contact us at fcfellowship@foodlinkny.org.

Today's Date

Nominee Information

Nominee's First Name

Nominee's Last Name

Nominee's Address

Nominee's Cell Phone

Nominee's Email Address

Nominator Information

Contact Name and Title

Agency/Organization

Address

Office Telephone

Cell Phone

Email 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?

☐ Yes ☐ No If so, Who? _____

Basic Requirements

The Foodlink Career Fellowship requires that nominees are able to meet the following basic requirements. Please indicate below if you have any concerns about your nominee meeting them. 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 4 pm, Monday–Friday
- Eligible to work in the United States
- Able to successfully work in a drug free professional environment
- 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 able to lift 50 pounds with reasonable accommodations



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- Live in a stable housing environment
- Home for at least one month after incarceration, and clear of any arrest warrants
- No open or pending court cases
- Have a current physical exam (within a year of the date of application)
- 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 meeting these requirements:

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

☐ Yes ☐ No if so, what? _____

Additional Enclosures

☐ TABE Test Scores/Academic Transcript ☐ Consent of Release of Information ☐ Other

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

Are you willing to maintain a collaborative relationship with Foodlink staff — including open communication and attending meetings — to promote the nominee's overall well-being and support them in meeting their career goals?

☐ Yes ☐ No

Signature

Date

FOR FOODLINK STAFF USE ONLY

Date of Receipt

Staff Initials

Follow-Up Notes