



Mrs. Pamela Sims
President /CEO

Mr. Lynn Ballard
Chairman of the Board of Directors

SUNBELT HUMAN ADVANCEMENT RESOURCES, INC. (SHARE)
254 S. Pleasantburg Drive*Greenville, SC 29607*864-269-0700*FAX 864-527-8995*www.sharenc.org

LADDER Employment and Training Requirements

The following documentations are **REQUIRED** during the initial assessment process.

Please collect all information pertaining to everyone living in your household.
Please mail information back to our office once it has been obtained.

ATTN: LADDER Program

1.) Proof of the **TOTAL** household income received in the past 30 days.

Income includes:

(a) Gross wages (wages before taxes are taken out)

- ◆ If you are no longer employed, a statement of your last date worked and gross wages received in the past 30 days is required.
- ◆ If you recently became employed or will begin employment, a statement of your start date of work is required.
- ◆ If you receive or have received unemployment benefits, a **current** printout from the unemployment office is required (payment benefit history printout.)

(b) Social Security (c) SSI (d) Veteran's benefits (e) Pension (f) Retirement

(g) AFDC

- ◆ A **current** AFDC benefit history, food stamp benefit history, and household summary printouts from the Department of Social services (DSS) are required.

(h) Child support

- ◆ If you receive or have received child support, a **current** printout from family court is required or other documentation to prove child support payments.

2.) A copy of your High School Diploma or GED.

3.) Birth Certificate, Social Security card and proof of U. S. Citizenship for all household members.

4.) South Carolina Driver's License for the applicant is required and you must live in Greenville County.

5.) Must have reliable transportation.

6.) A copy of your current RESUME or list of all previous jobs and duties.

7.) Must be at least 18 years of age or older.

8.) Must meet income guidelines.

Please be aware that additional information may be required during the assessment process so that SHARE may be able to assist you with your employment needs.

ASSISTANCE IS NOT GUARANTEED

SHARE Community Action Partnership
Since 1966

Charter Recipient—National Award for Excellence in Community Action

Mrs. Pamela Sims
President/CEO



Tandy Bannister
Director, CEOD

SUNBELT HUMAN ADVANCEMENT RESOURCES, INC. (SHARE)
254 S. Pleasantburg Drive*Greenville, SC 29607*864-269-0700*FAX 864-527-8995*www.shareinc.org

TIPS FOR A SUCCESSFUL INTERVIEW

Making the best possible impression is extremely important when seeking employment. First impressions are lasting impressions. As a potential **LADDER** participant, expectations are great.

1. Always be early for an interview. **It is recommended that you arrive at least 15 minutes early before the interview.** This gives you the opportunity to review notes, check your appearance and relax.
2. Turn off cell phones. No ear pieces. If someone needs to reach you they have the option of calling you back.
3. Be well groomed for an interview. (Hair should be well groomed and neat, no abnormal hair colors, trim beard and or mustache, shave, and shower)
4. Do not wear too much perfume, cologne or aftershave. Make-up should be minimal with lipstick and nail polish in conservative tones.
5. Dental hygiene is really important. A winning smile can make the difference. (Brush teeth, tongue and gargle with mouthwash).
6. Do not smoke before any appointment with a LADDER Case Manager or before a job interview. (Cigarette smoke lingers and can be a deterrent from actually getting hired.)
7. Dress appropriately. Make sure clothes are clean, neatly pressed, no denim, no khaki, not too tight or too big, no night club attire, no mini skirts, no visible tattoos, and no visible body piercing (mouth, nose, lips), earrings are okay. Cover all private body parts.

YOU HAVE CHOICES AND SO DOES AN EMPLOYER WHEN HE/SHE IS LOOKING TO HIRE.

PROFESSIONALISM IS THE KEY TO SUCCESS!!!!