



**Goodwill  
Industries  
of Dallas, Inc.**

## **Career Services Program Participation Agreement**

The Career Services employment and career development program is designed to provide participants with no cost supportive services for all employment and training related needs such as wrap around support, job skills training, job search assistance, and employment placement opportunities

---

### **The Participant agrees to:**

- **Actively Participate:** Attend and complete all required appointments, including but not limited to intake, assessments, training sessions, workshops, and meetings as scheduled.
- **Communication:** Maintain regular communication with program staff and promptly notify them of any change in contact information, living/housing situations, scheduling conflicts, or any participation issues that occur.
- **Commitment to Goals:** Work diligently to achieve employment or skill development objectives set forth in collaboration with the program.
- **Professional Conduct:** Behave respectfully and professionally in all program-related activities and interactions with staff, trainers, and potential employers.
- **Documentation:** Provide accurate and timely information regarding employment status, income, training completions, and any other program related information updates.

### **The Provider agrees to:**

- **Training and Support:** Offer relevant training, resources, and support to help the participant achieve their career goals.
- **Job Placement Assistance:** Facilitate job skills training, job search activities, including resume preparation, interview coaching, and connecting the Participant with potential employers.
- **Feedback and Guidance:** Provide constructive feedback on the Participant's progress and offer guidance to improve outcomes.
- **Confidentiality:** Maintain the confidentiality of all personal and professional information shared by the Participant.

**Upon approval the Participant may receive:**

- Access to professional training sessions and resources. Career counseling and job skills building resources. Career counseling and job skills building assistance.
- Opportunities to connect with employers.
- Certificates of completion upon successfully meeting program requirements. Employment related clothing and transportation support
- Incentives based on participation and performance

This agreement may be terminated by either party under the following circumstances:

**Attendance and Participation Policy:**

Participants are required to attend all scheduled sessions. Excessive absences or tardiness may result in removal from the program. Participants must notify the Provider in advance of any absences. A participant's case will be closed when you have a no call/no show for 3 consecutive appointments, if your case is closed you will need to re-apply for services and start the intake process again to be re-enrolled/re-assessed.

Failure to meet program expectations (e.g., lack of participation, misconduct). Voluntary withdrawal by the Participant. Unforeseen circumstances as determined by the Provider.

**Acknowledgment and Agreement**

**By signing below, both parties acknowledge and agree to the terms outlined in this agreement.**

**Participant Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Provider Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_