WorkSource Atlanta's Youth Services Program

How Do I Apply?

Please follow the steps below to complete the In-School Youth application process. You must have a valid email address to apply. Applications are limited and will be accepted on a first-come, first-served basis.

STEP I: Attend a virtual Youth Orientation session
www.worksourceatlanta.org/job-seekers/youth-services/youth-orientation!

STEP II: Complete the WorkSource Atlanta *Youth* application online:
www.worksourceatlanta.org/job-seekers/youth-services/.

Step III: Your parent/guardian must sign and date your application if you are under 18 years old.

Create an account in the WorkSource Georgia Portal at www.worksourcegaportal.com/.
Keep your **User Name** and **Password** to upload your eligibility documents as directed in Step VI.

Step IV:

Gather the **required eligibility** documents listed below.
- ☐ Transcript (Must be recent January-May 2024)
- ☐ Georgia STATE ID or Driver's License (Must be current)
- ☐ Social Security Card
- ☐ Birth Certificate
- ☐ Proof of City of Atlanta Residency (Current lease or utility bill – Gas/Lights/ Water)
- ☐ Proof of Selective Service Registration (Males 18 and older)
  - ➤ Register or download proof of registration at www.sss.gov

AND

One of the Following:

- ☐ Recent Food Stamp Award Letter (Within last 6 months)
- ☐ Recent TANF Benefit History Listing (Within last 6 months)
- ☐ Recent Supplemental Security Income (SSI) or Disability Letter (For applicant)
- ☐ Proof of Foster Care
- ☐ Parent/Guardian's Income: 6 Months Check Stubs (November 2023 - April 2024)

What's Next?

You've completed Steps I-IV. *Once you hear from your Talent Advisor, they will instruct you to upload the required documents to the WorkSource Georgia Portal account you created in Step III.* The WSA team will review the eligibility documents to begin processing applications.

Step V: Use your mobile phone to take a **CLEAR** picture of each **ELIGIBILITY** document. **You must upload each document individually to the WorkSource Georgia Portal.**

Step VI: Sign-In to the WorkSource Georgia Portal at www.worksourcegaportal.com to upload your eligibility documents.

Click on the **PERSONAL PROFILE link** and do the following:
a.   Scroll down and to the right; click on the **DOCUMENTS** tab.
b.   Click on the **ORANGE 'UPLOAD A DOCUMENT'** link.
c.   Scroll down to the **Document Description** section and click on the dropdown to select the name of document you are uploading (example: *Birth Certificate, Driver's License, Food Stamp Letter*, etc.).
d.   If the name of your document is not listed, go to the **Document Tags** box and type in the name of your document.
e.   Scroll down to the **Attach Document** section, click on **'CHOOSE FILE'** to upload the document to your file.
f.   Finally, click on the **ORANGE 'SAVE'** button so the system will save your document.
g.   **REPEAT steps a-f** to save each eligibility document. An incomplete application or missing documents will cause you to be placed on a waiting list.
h.   Once you have uploaded all documents, send an email to your assigned Talent Advisor to let them know you have completed the application process.

Now What?

The WSA team will contact you via email to confirm the status of your application no later than 30 days.