



Mobile JobsPlus One-Stop Career Center

The forty foot diesel vehicle is equipped with twelve computer stations with internet access via satellite, flat screen televisions both inside and out for training and class presentations, outdoor canopy, sound system and a generator to provide it's own power.



The Mobile One-Stop will be used to provide services to job seekers, businesses and employed workers and emergency response and community services, all at locations outside of the three JobsPlus One-Stop Career Centers in Fort Walton Beach, Crestview and DeFuniak Springs.

Job seekers will have access to JobsPlus resources including job listings, labor market information, education and training information and even Career Success

Workshops aboard the mobile unit at various locations and community events throughout the year.

Businesses will be able to utilize JobsPlus services such as customized employee training services, mass hiring, applicant screening and Rapid Response services for businesses faced with layoffs. Students will also have the benefit of the JobsPlus Mobile One-Stop coming to their schools for Ready To Work testing and certification, and various other job preparation or at risk youth services. In the event of an emergency the Mobile One-Stop will be on hand to assist with emergency aid and unemployment applications in addition to critical job placement services.





Instructions for Completing Mobile Request Form

This form may be completed and returned electronically or manually.

Please see the contact information on Page 1 of the form.

Page 1: Please fill in requested information.

For the **Purpose of Event** and **Purpose of Mobile at Event**, answers may be brief, only a line or two.

Event On-Site Contact: Please list name, phone number, office location (etc.) of the person who will be on-site the day of the event if Mobile One-Stop Staff have any questions. This may or may not be the same as the Requestor.

Facilities for Mobile Staff: Please note the availability and location of food, water and restroom facilities at the location. Also please indicate if there are any access impediments to these facilities (i.e. must be escorted, etc.)

Page 2:

Access Route & Designated Parking for Mobile: Please describe or draw the access route and designated parking area at the location for the Mobile. The Mobile Coordinator may contact the Requestor with questions, and may conduct an on-site survey of the area prior to approval of the request. Please note the requirements listed below when determining a site.

****The Mobile is approximately 40' long, 9' wide and 14' high and requires easy access to the parking area. Please watch for trees or awnings which may impede access.**

When parked and deployed, an additional 4' of height and clear line of sight to the South is required for the satellite, and an additional 10' of width is required for deployment of canopy, doors and accessibility lift. The Mobile has stabilizing jacks which are deployed when parked. It is preferred that the Mobile be parked on level concrete or asphalt. If the area is determined to be unsuitable, the Requestor or On-Site Contact will be consulted to determine an alternate area. The Workforce Development Board reserves the right to recall the Mobile from the deployment if conditions warrant.

Additional Comments: Please list any additional information which may be pertinent to this deployment which has not already been requested.

If you have any questions about completing the Request Form, please contact the Workforce Development Board as noted on page one. If you telephone, ask for the Mobile Unit Coordinator.

Thank you!



MOBILE ONE-STOP-REQUEST FOR USAGE FORM

Must be completed and approved prior to deployment

Please complete and return form to:

Workforce Development Board of Okaloosa and Walton Counties

109 8th Avenue, Shalimar, Florida 32579

Phone: 850.651.2315

Fax: 850.651.3165

E-mail: mobileonestop@jobsplus02.com

Date of Request:	Agency Name:
Name of Requestor:	Address:
Phone Number: Alternate Phone Number:	Email: Fax:
Date of Event: Time of Event a.m. – p.m.	Name of Event:
Location of Event:	Purpose of Event:
Event On-Site Contact:	Facilities Available for Mobile Staff:
Purpose of Mobile at event:	
Number of Attendees Anticipated at Event:	
Signature of Requestor and Date:	

*******For Internal Use Only*******

Request Approved: **Request Denied:** (Note comments on reverse)

_____ **Date** _____

WDB Executive Director

Request Approved: **Request Denied:** (Note comments on reverse)

_____ **Date** _____

Mobile Unit Coordinator

Driver: _____

Additional Staff: _____

Site Survey: _____



ADDITIONAL INFORMATION

****Access route and designated parking area for Mobile:**

ADDITIONAL COMMENTS: