

SEIU WORK TRAINING PROGRAM

Application Guide



The following serves as a preview of steps you can take to apply for the program. Please read the Program Overview flyer to review eligibility and program requirements or visit our webpage for more information.

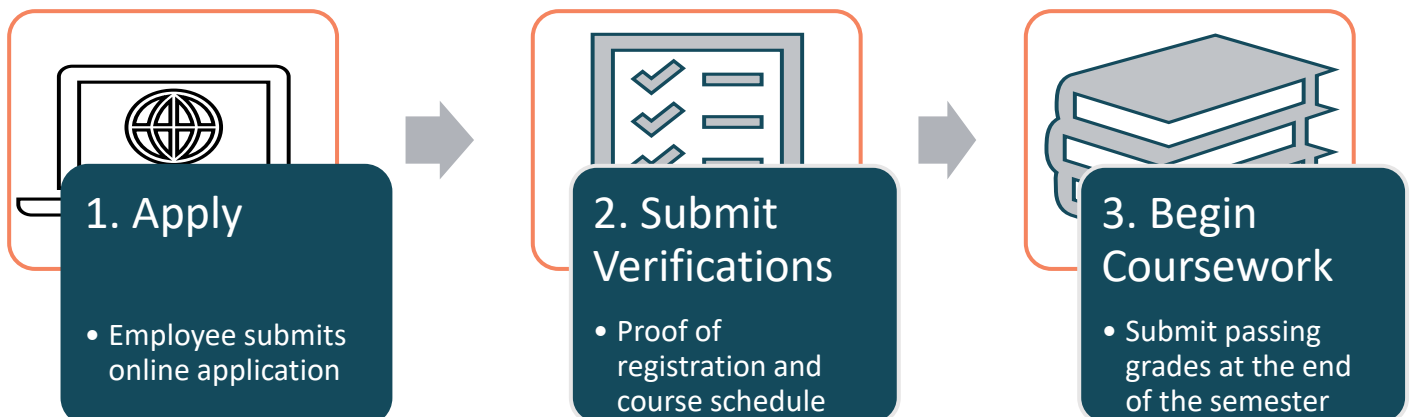
Before you apply, reflect

- Where do I see my career in a few years?
- Am I interested in advancing in a current role or exploring a new role?
- What skills or specialized training do I need?

Checklist

- Explore course (s) of interest at an approved, accredited educational or professional development or training institution.
- Feel free to discuss interest with your supervisor and ask for guidance.
- Ensure course (s) of interest meets program requirements. Gather class enrollment and schedule details.
- Submit application by the deadline and follow future instructions.

Application Flow



SEIU Work Training Program
Application Process - Employee Checklist
Additional source to help guide your application.

The following list serves as a guideline to navigate the application process. The SEIU Work Training Program Team (Team) is available to support you. Please visit our website or contact us by email at dhrr-seiuworktrainingprogram@sfgov.org.

Steps in the Application process	Timeline - when
<input type="checkbox"/> Step 1: Read Program Overview Flyer or/and attend an Information Session, both available on our website . Tip: Discuss your interest with your supervisor, seek guidance on course (s) you are interested in, or contact program Team for support.	For Fall Semester Application - June For Spring Semester Application - November
<input type="checkbox"/> Step 2: Start planning your program and course (s) enrollment and schedule. Note: You are welcome to register for a course (s) during the application period if it is sound to do so.	As soon as schedule is available online through your educational/training/ professional development institution.
<input type="checkbox"/> Step 3: Complete the SEIU Work Training Program online application. Tip: The application is available on our website during the application period.	Please apply within the application period. Late applications are accepted as space remains.
<input type="checkbox"/> Step 4: Expect to hear from the Team on your application status and/or next steps. Tip: Enroll in your course (s).	This may take up to three weeks from the date you applied.
<input type="checkbox"/> Step 5: Confirm your enrollment and course schedule, discuss your exact time off needs with your manager, and email your course enrollment and schedule registration (verifications). Tip: Please feel free to copy your manager in an email.	Please email your verifications within two weeks.
<input type="checkbox"/> Step 6: The Team issues you a Final Acceptance Program letter and asks you to complete a form. *Failure to submit the form on time will delay your use of paid release time. There are no exceptions.	Complete within one week, and prior to starting a course (s).
<input type="checkbox"/> Step 7: Maintain successful participation in your course (s) and submit passing grades or certificate of completion at the end of the semester. *Failure to submit proof of completion will affect future program eligibility.	Please email your passing grade (s)/proof of completion within two weeks of course completion.

Note: If your application is incomplete, waitlisted, or denied, our Team will let you know.