

April 6, 2009

## **Changes to JCW Work Application Process / Sunset of 5011 Form**

*Following is the text of an email sent on Friday, April 3 by Brian Solomon, Director of Wisconsin Job Service.*

Greetings WDB, Job Service, and DVR Directors:

With the creation of the electronic Job Center of Wisconsin (JCW) Work Application, we have eliminated the DETB-5011 Work Application and its electronic twin, the DETB-5011-E. DWD will no longer stock the DETB-5011 nor make it available electronically. All copies of the DETB-5011 paper applications currently stocked in Job Centers should be destroyed. From this point forward, we cannot offer the paper "5011" application as an option for recruitment.

This does not, however, mean that we will not offer our business customers an "application" as an option for recruitment. When an employer asks to use "our" application for their jobs, staff and partners should direct them to the JCW electronic Work Application. Because the JCW electronic application is nearly identical to the old 5011, this change will be seamless from the business's point of view. This change will go into effect this evening: Friday, April 3, 2009.

Additional notes:

- Employers have been using the JCW Work Application since January 9<sup>th</sup>. When the employer selects the 'E-Mail Work Application' option as a method of application, he must provide the email address where he wants all applications sent. Through standard instructions and links that appear on the job order, the job seeker automatically emails his JCW Work Application to the employer.
- Switching to the JCW electronic Work Application will not affect the ability of Job Centers to provide screening services for an employer, if requested. This is a very simple process. (1) A job seeker creates a JCW Résumé/Work Application electronically, if they haven't already done so. Once completed, the job seeker clicks on the Preview/Print button, prints the Work Application, and turns it in to Resource Room staff. Resource Room staff will check the Comments field on the job order to see where to forward the Work Application for screening. The screener is responsible for forwarding all Work Applications to the employer. (2) In the case where the job seeker is instructed to mail the application directly to the employer, all they need do is click the Preview/Print button, print the Work Application and mail it themselves.

This change will greatly enhance services to our job seeker customers, without negatively impacting the employer experience. Once a customer creates a JCW Résumé/Work Application, it can be retained in the system indefinitely. This allows the customer access to his information via the Internet, 24/7. Unlike a “paper” job application, the electronic version will give the job seeker the ability to update his application at any time, and to customize his application to meet the requirements of any job order without starting from scratch, as he would with a “paper” application.

We'll be sending this message out via listserve, but wanted to give Workforce System Directors a heads-up. If anyone has questions, please let me know.

Thanks, Brian

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Please check out the new <https://jobcenterofwisconsin.com>

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