



## CareerSource Okaloosa Walton Mobile center

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



The Mobile center is used to provide services to job seekers, businesses and employed workers and emergency response and community services, all at locations outside of the CareerSource Okaloosa Walton centers.

Job seekers will have access to CareerSource Okaloosa Walton resources including job listings, labor market information, education and training

information and even Career Success Workshops aboard the Mobile center at various locations and community events throughout the year.

Businesses will be able to utilize CareerSource Okaloosa Walton 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 Mobile center 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 center 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.

**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 center 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 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. CareerSource Okaloosa Walton 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 CareerSource Okaloosa Walton as noted on page one. If you telephone, ask for the Mobile Unit Coordinator.**

**Thank you!**



## MOBILE CENTER-REQUEST FOR USAGE FORM

**\*Must be completed and approved prior to deployment\***

**Please complete and return form to:**  
 CareerSource Okaloosa Walton  
 109 8<sup>th</sup> Avenue, Shalimar, Florida 32579

Phone: 850.651.2315

Fax: 850.651.3165

E-mail: mobileonestop@careersourceow.com

<b>Name of Event:</b>	<b>Agency Name/ Employer:</b>
<b>Name of Requestor:</b>	<b>Address:</b>
<b>Phone Number:</b>	<b>Fax:</b>
<b>Date of Event:</b>	<b>Email:</b>
<b>Time of Event</b> <b>a.m.</b> <b>p.m.</b>	<b>Purpose of Mobile at event:</b>
<b>Location of Event:</b>	<b>Facilities Available for Mobile Staff:</b>
<b>Job Titles and Number of Openings:</b>	<b>Number of Expected Attendees:</b>
<b>Event On-Site Contact:</b>	
<b>Signature of Requestor:</b>	<b>Date of Request:</b>

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

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

Date \_\_\_\_\_

**CSOW 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:**