



## Directions for applying to the FL TRADE DOL Grant

We require ***all*** of the following documents to be eligible:

1. **Birth Certificate** or Passport
2. **Driver's License** or State I.D. or School I.D. Card
3. **Social Security Card** or Permanent Resident Card
4. DD-214 (for Veterans ONLY)
5. Paystub/Letter from Employer (for Employed ONLY)

We also require each student registers with Employ Florida Marketplace.

1. Go to <https://www.employflorida.com/vosnet/Default.aspx> (you can also google Employ Florida to get to the Home Page).
2. Under the sign in boxes at the top of the screen, Click On: [Not Registered? Learn How and Why](#)
3. You will be re-directed to a new page. On the screen you should see Option 1 and Option 2, Click On: [Individual](#), which is under Option 2
4. You should now be on a page where you can begin to fill out your application. Please continue filling out the application until you come to "Submit a Resume". You are required to fill out the application up until this point.

**\*\* All documents must be submitted to the address below (Mon-Fri 8:00am-4:00pm) \*\***

Advanced Technology Center Room T-130  
401 W State Street  
Jacksonville, FL 32202  
Michael Collins (904) 633-8290  
Kimberly Janus (904) 633-8116