

# CATTARAUGUS COUNTY ONE STOP CAREER CENTER



## Community Work Experience Program (CWEP) Intake Form

Worksite/Agency Name:

Point of Contact:

Phone Number:

Physical Address:

email address:

Fax number:

Worksite Address (if different):

Preferred method of contact:      Phone      email      fax

Total number of hours needed weekly:

Total number of participants needed:

Expected Schedule – please list time needed each day (i.e. 8am-12noon)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Primary needs:

Maintenance  
Janitorial  
Groundskeeping  
Laborer  
Recycling

Clerical/Office  
Animal care  
Kitchen/cook  
Retail/sales  
Other:

Miscellaneous information or questions:

Please email the completed form to [CattCareerCenter@dfa.state.ny.us](mailto:CattCareerCenter@dfa.state.ny.us) or print out and mail to:

Cattaraugus County One-Stop Career Center

175 North Union Street

Olean NY 14760

Submit form