

APPLICATION GUIDE

HERE'S WHAT TO EXPECT

We'll guide you through each step of the application process. Take your time, and know we're here to support you along the way.

1



CREATE YOUR USER ACCOUNT

Visit www.entrywaytalent.org/apply and create your account using your name, email address, phone number, and mailing address.



HELPFUL TIP

Be sure to use an email address you check regularly, as this is how we'll communicate with you.

2



CONFIRM YOUR EMAIL

Look for an email from entryway@traxsolutions.com. Click the link to activate your account, create your password, and log in.



DIDN'T RECEIVE IT?

Check your Spam or Junk folder. Still don't see it? Contact us, we're happy to help!

3



APPLY FOR THE PROGRAM

1. Click the **Memberships** tab at the top of the page. (If using a phone, click the on the upper-left corner to find it.)
2. Click **Enroll** under the market closest to you.
3. Click **Select** under your name and click **Next**.
4. On the Cart Summary screen, click **Next** to start the application.



IMPORTANT

Your application is NOT submitted until you click "Check Out" and receive both an onscreen & email confirmation message.

4



SUBMIT YOUR RESUME & PHOTO ID

Email a copy of your most recent resume and a photo of your government-issued DL or ID to intake@entrywaytalent.org.

5



COMPLETE YOUR WILLO VIDEO INTERVIEW

We'll send you an invitation to complete a short Willo interview. This interview includes a combination of short-answer, multiple-choice, and one-way video interview responses and helps us get to know you beyond your resume.

6



BACKGROUND CHECK

To ensure you meet our hiring partners' employment criteria, be sure to accept our request to run your background.

7



FINAL INTAKE INTERVIEW

Once you've completed the intake process, you'll be connected with local Entryway staff to discuss the program and next steps.



QUESTIONS? WE'RE HERE TO HELP!

if you have questions or get stuck at any point, reach out to our team. We're happy to help!

intake@entrywaytalent.org

(703) 595-2218

READY TO GET STARTED?

Let's take the first step together.

Scan the QR code or visit:

entrywaytalent.org/apply