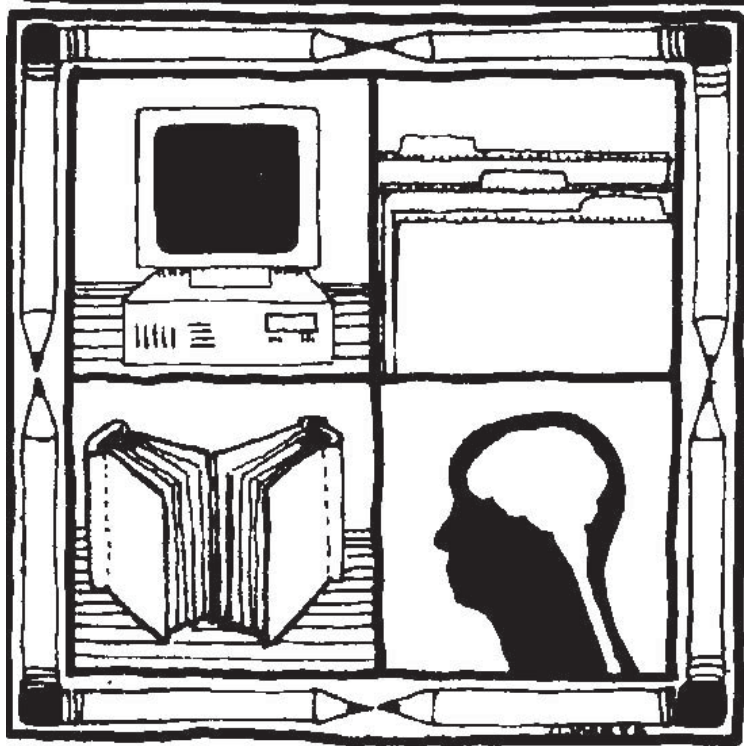


EMPLOYMENT, TRAINING & EDUCATION



IN THIS SECTION YOU WILL FIND INFORMATION ON:

- ◆ EMPLOYMENT TIPS
- ◆ JOBS - FOOD STAMP EMPLOYMENT AND TRAINING PROGRAMS
- ◆ TWO PARENT EMPLOYMENT PROGRAM (TPEP)
- ◆ WORKFORCE INVESTMENT ACT (WIA)
- ◆ VOCATIONAL REHABILITATION
- ◆ ONE STOP CAREER CENTERS (OSCC)
- ◆ DES JOBS SERVICE OFFICES
- ◆ COMMUNITY COLLEGES
- ◆ MONEY FOR A SMALL BUSINESS

For additional information on transportation services, see page 81.

For additional information on childcare, see page 5.

EMPLOYMENT TIPS

LOOKING FOR A JOB...

Most employers require all applicants to complete an application form and then have a job interview. When you are looking for a job, make sure to take information on a paper with dates, addresses and phone numbers from the schools you have attended and the jobs that you have had before (if any). Make sure to include the names of your supervisors and brief descriptions of what kinds of duties you have performed. Fill out the application carefully and neatly.

WHEN INTERVIEWING FOR A JOB:

- Do not take children to an interview.
- Do not smoke or chew gum.
- Dress neatly and appropriately for the interview.
- NEVER be late to an interview.
- Be confident.
- Smile and speak clearly.
- Know something about the job or the company where you are applying.
- Know why you think you can do the work.
- Be courteous and shake hands firmly.
- Ask questions to show your interest in the job.

VOLUNTEER CENTERS

Maricopa County (602)263-9736
Mesa (480)461-3198
Goodyear (623)925-1100
Tucson (520)881-3300

JOBS - FOOD STAMP EMPLOYMENT AND TRAINING PROGRAMS

PROGRAM DESCRIPTION:



JOBS Food Stamp Employment and Training provides employment services, work experience and training. These services are for people receiving Cash Assistance (see page 31), Two Parent Employment Program (see this page), or Food Stamps (see page 39). JOBS Food Stamp Employment and Training assists people through opportunities to become self-sufficient.

If you apply for Cash Assistance, TPEP, or Food Stamp benefits, you will be referred to JOBS as a condition of eligibility. You will have an interview with JOBS Food Stamp Employment and Training staff who will assess what kinds of services will help you obtain paid employment at the earliest opportunity.

Some of the services that JOBS may be able to offer you include:

- **Supportive Services** (child care and transportation related expenses).
- **Employment Services** (job search workshops, job referral services, assisted job search).
- **Work Experience** (work experience in real job environment, job placement).
- **Education Programs** (remedial education, GED, English as a Second Language classes).
- **Vocational Educational Training** (Technical or Trade Schools, Community Colleges).

ELIGIBILITY INFORMATION:



Those who receive Cash Assistance, Food Stamps or TPEP benefits and who are 16 years of age and older are required to participate in an employment and training program, with some exceptions.

WHERE TO APPLY:



When you apply for Cash Assistance, TPEP, or Food Stamps you will be referred to the JOBS program or the Food Stamp Employment and Training (FSE&T) program. Although some CA, TPEP, or Food Stamp recipients may not be required to participate, they can still volunteer for the JOBS program. For more information call the nearest DES Family Assistance Administration office (see page 102).

TWO-PARENT EMPLOYMENT PROGRAM (TPEP)

PROGRAM DESCRIPTION:



TPEP provides Cash Assistance to families with a dependent child when both parents live in the home and can work. The family's main wage earning parent must be unemployed or under-employed (part-time job).

Cash Assistance is limited to 6 months of payments in a 12 month period. Benefits are issued 2 times a month AFTER employment and training requirements are met. As a condition to receive benefits, participation in the JOBS program is required.

ELIGIBILITY INFORMATION:



To be eligible for TPEP benefits, a family must meet income and resource eligibility. To qualify, an applicant must be a U.S. citizen and an Arizona resident or a qualified legal immigrant (see Immigrants on page 72).

All persons receiving Cash Assistance or TPEP may receive medical benefits through Arizona Health Care Cost Containment System (AHCCCS)(see page 49). Child Care benefits may also be available (see page 5). If Cash Assistance and TPEP benefits end due to a change in employment earnings, you may still be eligible for Child Care and AHCCCS. These services may continue for up to 12 months after Cash Assistance and TPEP benefits stop.

DOCUMENTS TO BRING:



You will need to bring certain documents to verify that you are eligible for the program. These documents may include: proof of income such as pay stubs; award letters for Social Security benefits, disability insurance, unemployment and pension or retirement benefits; utility bills (only for TPEP); identification; checking or savings account statements; rent or mortgage receipts.

HOW TO APPLY:



To see if you qualify for Cash Assistance or TPEP benefits, you must fill out an application at the nearest DES/Family Assistance Administration office (see page 102). For more information, call: 1-800-352-8401.

WORKFORCE INVESTMENT ACT (WIA)

PROGRAM DESCRIPTION:



The Workforce Investment Act (WIA) is a federal employment and training program designed to serve low-income adults/youths and dislocated workers.

Services provided for adults and youth:

- Assessment
- Basic Skills Training
- Remedial Education
- GED Training
- Job-specific Skills Training
- Job Counseling
- Job Search Assistance
- On-the-Job Training
- Support Services
- Job Development
- Work Experience
- Occupational/Vocational Training
- Education to Work Transition Activities
- Education/Work Experience for Youth During Summer Months

Services provided for dislocated workers:

- Resume writing & job counseling
- Job search training
- Job development assistance
- Labor market information

DOCUMENTS TO BRING:



Applicants are required to provide the following information:

- Name and Address
- Social Security Number
- Birth Certificate or Proof of Citizenship or Selective Service
- Proof of layoff (Title III only)

WHERE TO APPLY:



To find out more about the Workforce Investment Act (WIA) (**adult & youth**), call the nearest office in your county:

Apache County	(928)333-5526
Cochise County	(520)417-9913
Coconino County	(928)522-7900
Gila County	(928)425-3181
Pinal County	(520)836-1887
Graham County	(928)428-7386
Greenlee County	(928)865-4151
La Paz County	(928)669-9812
Maricopa County	(602)506-5911
City of Phoenix	(602)262-6776
Mohave	(928)758-0702
Navajo Nation	(928)871-7707
Pima County	(520)243-6700
Santa Cruz County	(520)287-9167
Tribal Consortium	(602)542-3957
Yavapai County	(928)778-1422
Yuma County	(928)329-0990

To find out more about **WIA** (dislocated workers), call the number in your area for the location of a local office:

City of Phoenix	(602)534-3922
Maricopa County	(602)506-5911
Northern Arizona (Apache/Gila/Graham/Greenlee/La Paz/Mohave/Navajo/Pinal/)	(928)425-7631/800-276-4452
Southern Arizona (Cochise/Pima/Santa Cruz/Yuma)	(520)798-0500

VOCATIONAL REHABILITATION (VR)

PROGRAM DESCRIPTION:



Vocational Rehabilitation prepares individuals who have disabilities to become or remain economically independent through work. The Rehabilitation Services Administration (RSA) is responsible for several programs which provide services to people with disabilities. These programs include:

- Vocational Rehabilitation (VR)
- Employment Support Services (ESS)
- Independent Living Rehabilitation Services (ILRS)

The VR program is available to people with all types of disabilities including: blindness/visual impairments, deafness/hearing impairments, mental illnesses, developmental disabilities, head injuries, spinal cord injuries, orthopedic impairments, etc. Vocational Rehabilitation counselors are available to work with you throughout the entire vocational rehabilitation process.

VR Services may be able to offer you:

- Information about vocational services and resources for individuals with disabilities and/or referrals as necessary.
- Evaluations, vocational counseling, planning, job development/placement.
- Arranging for, or purchasing goods or services for an eligible program participant to reach the agreed upon employment goal. Services or goods (such as training, education, assistive technology, tools/equipment, job modifications, etc.) are provided as part of an Individualized Plan for Employment (IPE) between RSA and the individual.

When re-training or education is the only or best way you will be able to go to work or keep a job, RSA may be able to help you with tuition payments and other training related costs.

When services or goods which are not purchased or provided through the VR program are needed to help you get or keep a job, RSA will help you to decide what they are and how to get them.

NOTE: The Vocational Rehabilitation Program:

- is **not** a medical program;
- does **not** pay for goods or services that are provided by other programs;
- does **not** provide goods or services that are not related to getting or keeping a job.

ELIGIBILITY INFORMATION:



You may be eligible if you want to become or remain economically independent through work **and**:

- Your disability is serious enough to make it hard for you to get or keep a job.
- Available services can help you to get or keep a job.

DOCUMENTS TO BRING:



Bring records from doctors about your disability. If you don't have them, RSA will send away for them with your OK. If there are no records, or if the records are too old or incomplete, you will be asked to see a doctor at RSA's expense.

You will be asked to meet with a counselor to talk about your plans for work, education, training, work experience and obstacles that may get in the way of work.

WHERE TO APPLY:



To find the office nearest you call your RSA Regional Office:

RSA REGION 1

Maricopa
(602)266-6752

RSA REGION 2

Pima, Santa Cruz, Cochise, Graham, Greenlee
(520)628-6810

RSA REGION 3

La Paz, Mohave, Coconino, Navajo, Apache, Yavapai
(928)779-4147

RSA REGION 4

Gila, Pinal, Yuma
(602)542-6296

You may also call 1-800-563-1221 (outside Maricopa County) or (602)542-3332 (within Maricopa County) or refer to the Web Site www.azdes.gov/rsa.

ONE STOP CAREER CENTERS (OSCC)

WWW.ARIZONAWORKFORCECONNECTION.COM

PROGRAM DESCRIPTION:



This program transforms the current fragmented array of employment and training programs into a coordinated information and service delivery system through the establishment of regional One-Stop Career Centers throughout the state.

TARGET GROUPS:

Individuals seeking employment and training services which include Job Service, Veteran's Employment and Training, Unemployment Insurance, Senior Community Services Employment Programs and other customized services. Customers include job seekers, employers and career explorers.

ELIGIBILITY INFORMATION:



Services in a One-Stop Career Center are available for use by the general public; however, individual program offerings may require specific eligibility criteria.

Apache County

Workforce Partnership
1359 E Main St
Springerville, AZ 85938
(928)333-4454

Cochise County

Cochise County Workforce Development
1706 10th Street
Douglas, AZ 85607
(520)364-8906

Arizona Department of Economic Security
2981 E Tacoma
Sierra Vista, AZ 85635
(520)459-3206

Cochise County Workforce Development
650 E Wilcox
Sierra Vista, AZ 85635
(520)458-9309

Coconino County

Arizona Department of Economic Security
397 Malpais Lane #9
Flagstaff, AZ 86001
(928)779-4557

Coconino County Career Center
2625 N King St
Flagstaff, AZ 86004
(928)522-7900

Coconino County Career Center/DES
337 N Navajo
Page, AZ 86040
(928)645-3262

One Stop Career Center
(Goodwill Industries)
2225 N Steves Blvd
Flagstaff, AZ 86004
(928)526-5121

Gila County

Eastern AZ College (WIA)
8274 Six Shooter Canyon
Globe, AZ 85002
(928)425-3181

DES /Payson
122 E Highway 260
Payson, AZ 85541
(928)474-4521

Gila County One Stop
5515 S Apache Ave
Globe, AZ 85501
(928)425-7631/ 800-276-4452

Graham County

Graham County One-Stop Center/DES
1938 W Thatcher Blvd
Safford, AZ 85546
(928)428-2911

WIA, Title I Service Center
826 W Main St
Safford, AZ 85546
(928)428-7386

Greenlee County

DES - Clifton
Hwy 191 & Ward Canyon Rd
Clifton, AZ 85533
(928)865-4151

WWW.ARIZONAWORKFORCECONNECTION.COM

ONE STOP CAREER CENTERS (OSCC) CONT.

La Paz County

La Paz Career Center
1113 Kofa Ave.
Parker, AZ 85344
(928)669-9812

DES

1032 Hopi Ave.
Parker, AZ 85344
(928)669-8385

Maricopa County

MWC Career Center
735 N. Gilbert Rd
Gilbert, AZ 85234
(480)497-0350

MWC Career Center

9770 W Peoria Ave
Peoria, AZ 85345
(623)934-3231

DES Career Center (East)

163 N Dobson Rd
Mesa, AZ 85201
(480)962-7678

MWC Career Center (Maricopa
Skill Center @ Estrella Mountain

Community College)
3000 N Dysart Rd
Avondale, AZ 85323
(623)535-2735

PWIN (North) (Phoenix
Workforce Information Network)

9801 N 7th St
Phoenix, AZ 85020
(602)861-0208

PWIN (West)

3406 N 51st Ave
Phoenix, AZ 85031
(623)247-3304

PWIN (South)

4732 S Central Ave
Phoenix, AZ 85040
(602)534-4732

Mohave County

Kingman Center
201 N 4th St
Kingman, AZ 86401
(520)753-0723

Community Development Center

1175 Hancock Rd
Bullhead City, AZ 86442
(928)758-0702

Community Development Center

2001 College Dr.
Lake Havasu, AZ 86403
(928)453-0710

Navajo County

DES/One Stop Career Center
2500 E Cooley #410
Show Low, AZ 85901
(928)537-2948

319 E Third St 335C

Winslow, AZ 86047
(928)289-4644

Pima County

One Stop Career Center
340 N Commerce Park Loop
Tortolita Bldg.
Tucson, AZ 85745
(520)798-0500

One Stop Career Center

825 E Ft. Lowell
Tucson, AZ 85719
(520)798-0500

Jackson Employment Services

300 E 26th St
Tucson, AZ 85713
(520)838-3300

Pinal County

DES One-Stop
401 North Marshall St
Casa Grande, AZ 85222
(520)426-3529

Central Arizona

Association of Governments
414 N Marshall St
Casa Grande, AZ 85222
(520)836-1887

Santa Cruz County

Santa Cruz Workforce Connection
2935 N Grand Avenue
Nogales, AZ 85621
(520)375-7670

DES

480 N Granda Avenue
Nogales, AZ 85621
(520)287-4635

Nogales One Stop

21 E Court Street
Nogales, AZ 85621
(520)375-7670

Yavapai County

AZ DES Prescott Center
234 N Grove Ave
Prescott, AZ 86301
(928)445-5100

Cottonwood Center

1500 E Cherry St.
Cottonwood, AZ 86326
(928)634-3337

NACOG Workforce

Development Center
221 N Marina #201
Prescott, AZ 86301
(928)778-1422

Yuma County

Career Resource Center
3826 W 16th St
Yuma, AZ 85364
(928)329-0990

DES JOB SERVICE OFFICES:

PROGRAM DESCRIPTION:



These public employment offices provide placement services to job seekers. They provide current job listings, from entry level to highly qualified positions:

Ajo: 209 5th St. (520)387-6641
Apache Junction: 2066 W Apache Trail #108 (480)982-9182

Avondale: 605 N. Central (623)925-0095
Benson: 277 W 4th St (520)586-3885
Bisbee: 209 Bisbee Rd (520)432-5415
Bullhead City: 2601 Hwy 95 (928)704-7776
Casa Grande: 423 N Marshall (520)836-0073
Chinle: Chinle Chapter House (928)871-4131
Coolidge: 1155 N Arizona Blvd (520)723-7417
Cottonwood: 1500 Cherry St. (928)649-6856
Douglas: 615 2nd St. (520)364-9213
Eagar/Springerville: (928)333-3161
Flagstaff: 397 Malpais Ln #9 (928)213-9862
Glendale: 6409 W Glendale Ave (623)245-9545

Globe: 605 S 7 St (928)425-3101
Holbrook: 153 W Vista Dr (928)524-2111
Kingman: 301 Pine St (928)753-6644
Kykotsmovi Vlg: (928)734-2202
Lake Havasu: 232 London Bridge (928)680-4807

Mesa: 2815 S. Alma School Rd (480)777-1168
Nogales: 1843 N State Dr. (520)761-1298
Page: 337 N Navajo (928)645-8132
Parker: 1032 Hope Ave. (928)669-8385
Payson: 122 E Hwy 260 #110 (928)472-4453
Peoria: 9516 W Peoria Ave (623)878-0749
Peridot: Peridot Shopping Mall #2 (928)475-3535

Phoenix:

4635 S Central (602)268-8367
 438 W Adams (602)252-7771
 9801 N 7 St (602)861-0208
 3406 N 51 Ave (623)247-3304
 4016 N 67th Ave. (623)846-1046
 1522 E Southern (602)243-0404
 350 E Bell Rd (602)843-3934
 4622 W Indian School (602)245-9545
 3631 W Thomas (602)484-0204

Prescott: 1555 Iron Springs Rd (928)771-1305
Polacca: (928)737-2413
Safford: 1938 W Thatcher Blvd (928)428-1823
Saint Johns: (928)337-2663
Show Low: 2500 E. Cooley Ste 410 (928)532-4316
Sierra Vista: 820 E Fry (520)459-7026
Somerton: 342 Main St (928)627-2075
Springerville: 1359 E Main (928)333-4155
Tuba City: Main St (928)283-5201
Tucson: 5441 E. 22nd St (520)584-8226
 195 W Irvington Rd (520)741-7188
 316 W Ft Lowell Rd (520)293-1919
 250 S Toole Ave (520)791-2732
 3000 W Valencia #218 (520)578-8456
Whiteriver: (928)338-1628
Window Rock: Morgan Blvd (928)871-4131
Winslow: 319 E 3rd St (928)289-9147
Willcox: 256 S Curtis Ave (520)384-3583
Yuma: 201 S 3rd Ave (928)783-1221

COMMUNITY COLLEGES

PROGRAM DESCRIPTION:



Community Colleges offer many important educational opportunities including:

- English as a Second Language
- GED preparation and testing
- Adult Basic Education
- Citizenship classes

For more information on these and other available programs, please call the Community College in your County:

Apache County

North Land Pioneer Community College
(928)337-4768

Cochise County

Cochise Community College
1-800-966-7943

Coconino County

Coconino County Community College
1-800-350-7122

Graham & Greenlee Counties

Eastern Arizona College
(520)428-8233
1-800-678-3808

La Paz County

Arizona Western College
La Paz Center
(928)317-6000

Maricopa County

Maricopa County Community College District Office
(480)731-8000

Mohave County

Mohave Community College
(928)757-0879

Navajo County

Northland Pioneer
(928)524-7600

Pima County

Pima Community College
(520)206-4500

Pinal County

Aravaipa Community College
(520)357-2021

Central Arizona College
(480)288-4000

Central Arizona College
(520)426-4444

Santa Cruz County

Pima Community College
(520)287-5583

Yavapai County

Yavapai Community College
(928)445-7300
1-800-922-6787

Yuma County

Arizona Western College
(928)317-6000
1-888-293-0392

For further information on locations and programs not listed here, please contact:

AZ Dept. of Education

(602)542-8700

MONEY FOR A SMALL BUSINESS

There are many organizations and programs that help individuals start small businesses with counseling services, technical support and financing. Some programs are designed to help start even very small businesses based out of a home. You will find several resources listed below. For a program or organization in your area contact :

Department of Commerce/Arizona Business Assistance Office
1-800-542-5684

City of Phoenix/Small Business Assistance Program
200 W Washington St 20th Fl.
Phoenix, AZ 85003 (602)534-6000

Self Employment Loan Fund
201 N Central Ave Ste CC10
Phoenix, AZ 85073 (602)340-8834