



FOR ASSISTANCE WITH...

Finding a Job

Job Leads

**Job Search
Strategies**

**Online Job
Search**

**Resumes &
Cover Letters**

**Career &
Technical
Education**

Visit America's **Job** Center of CaliforniaSM

ORIENTATIONS

**EVERY WEDNESDAY
@ 10am
VIA ZOOM**

**Meet one on one
with a Job Developer**

**LOS ANGELES VALLEY COLLEGE
Administration Career
Advancement (ACA)
SUITE #1301**

**For more Information email
Carlene Gepner at
cgepner@communitycareer.org
Contact Number
818-947-2923**

YOU MUST HAVE YOUR CURRENT:

- ☐ **Valid Driver's License or Identification (original)**
- ☐ **Social Security Card (original)**
- ☐ **We encourage you to have an Updated Resume**
- ☐ **Selective Service printout (for males born after 1959) www.sss.gov**
- ☐ **Cal jobs registration**
- ☐ **We encourage you to have an active email account**
- If Applicable, Unemployment Insurance Documents from EDD**
- ☐ **DD214 Form (Veteran's only)**
- ☐ **Right to work documents if not a US Citizen (e.g. Permanent Resident Card)**

Funded by the City and County of Los Angeles WDB in partnership with the Employment Development Department

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. To ensure availability, your request should be received at least 5 business days in advance of the need. City: TTY 213-368-0047, Phone 213-365-9829, Fax 213-365-9839 / County: TTY 310-762-1283, Phone 310-762-1101, Fax 310-762-1129.

