



KINGS
edc
california

JTo KINGS COUNTY
JOB TRAINING OFFICE

JOB TRAINING OFFICE OVERVIEW OF SERVICES

 Find us on
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America's **Job** Center
of CaliforniaSM

KINGS COUNTY ONE STOP JOB CENTER

Free to Job Seekers in Kings County

Open Monday- Friday 8:00-5:00

Available Services



JTO RESOURCES AND PROGRAMS

**ASSISTANCE FOR ADULTS (18 YEARS OR OLDER)
& YOUTH (18 – 24 YEARS OLD)**

- Resource Center
- Vocational Training
- On-the-Job Training



RESOURCE CENTER

(FREE SELF HELP SERVICES AVAILABLE MONDAY – FRIDAY, 8-5PM)

Services for job search needs:

- Computers for job search assistance
- Resume Writing Program
- Free Typing and 10-key Certifications



- Labor Market Info

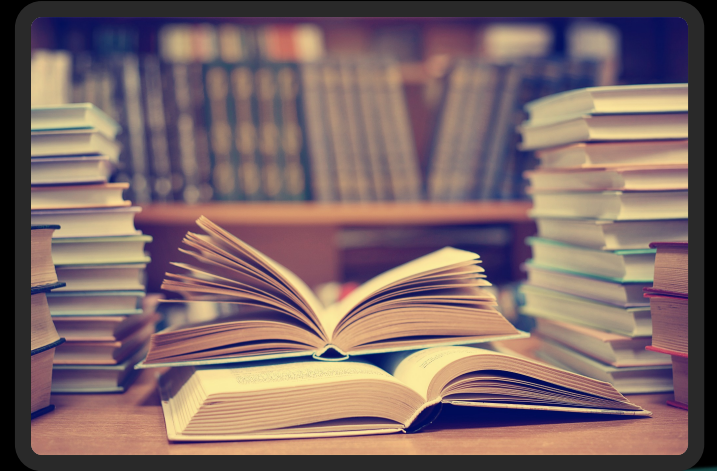
- Phone, Fax, Copier, & Scanner

VOCATIONAL TRAINING

Vocational Training is available to gain the skills necessary to compete in today's workplace.

We offer the following assistance:

- ✓ Tuition assistance
- ✓ Textbooks and Supplies
- ✓ Uniforms & Required Attire
- ✓ Transportation reimbursement (*Gas Money*)
- ✓ Childcare (*Youth Program Only*)

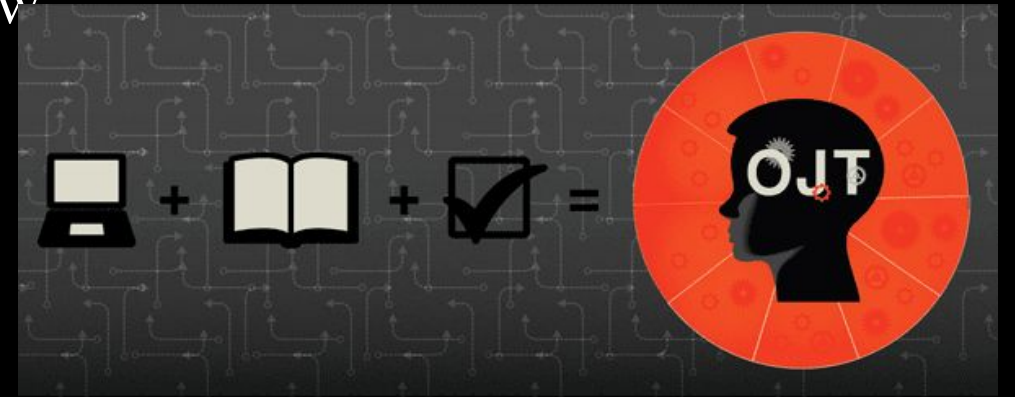


Career Counseling & Guidance
is provided during throughout placement.

ON-THE-JOB TRAINING

Qualified job developers assist in matching motivated applicants with available jobs

- A 50% wage reimbursement is offered to employers to offset the cost of hiring and training qualified new employees.
- Enhance Job Search Skills
- Resume Assistance
- Interview Assistance
- Paid Work Experience (Youth Program Only)



STEPS TO SPONSORSHIP

Registration

Create a Cal-Jobs Account

- Create a Pre-App
“Eligibility Explorer”
(if interested)

Orientation & Eligibility

Stop by JTO or call us at 559-852-4932 to speak with an Eligibility Specialist to complete Orientation & Eligibility



Assessment & Enrollment

Meet with an Employment Training Technician for Assessment & Consideration

- Vocational Training
- On-the-Job Training

If approved, move on to Enrollment

CREATING A CALJOBS ACCOUNT

- CALJOBS URL- <https://www.caljobs.ca.gov>
- On the main page, click on the “register new user link” at the top of the page under the username.
- The estimated time to create an account is 18 min but may take 20-30 min, depending on each individuals information.
- It will require the customer to create a username and password. The customer should ensure they record these somewhere secure and accessible, as they will log into CalJOBS regularly as part of this program.

It is imperative for the customer to complete all required fields accurately as this is the system utilized to manage all aspects of their case.

ELIGIBILITY



- All JTO programs are income based and federally funded.
- Eligibility is the process by which we verify a customer's income, self-sufficiency, employment history, and ability to participate in JTO programs.
- The customer will be required to provide a series of documents to determine if they qualify for services.
- Customer may be required to take an assessment to determine math and reading levels.
- The customer should plan on being at JTO from 45 minutes to an hour.

ELIGIBILITY DOCUMENTS

Required: (Adults and Youth)

- Social Security Card
- Driver's License or ID (must be current no expired cards)
- Birth Certificate (certified/original), if customer does not have a California Real ID
- If customer was not born in the United States, but has residency, they will need to provide the INS Card
- If customer is an offender, and currently on probation or parole, they should be prepared to present terms and conditions
- If customer is a veteran, they will need to provide their DD214
- Selective Service Registration verification
- Customer must provide all sources of income for the past six months (including payroll statements, UI statements, CalFresh, Cash Aid, or any other benefit statements)
- If customer was terminated or laid off, notice of separation from employer
- Proof of residence (drivers license, rent receipt or utility bill)

Youth (18-24) Additional documents:

- HS Diploma or Transcript
- If any children, customer will need to provide children's birth certificates documenting them as a parent

Please be advised that all males born after 01/01/1960 must verify selective service registration

ADDITIONAL PROGRAMS & GRANTS



- Justice-Involved Unit
 - Day Reporting Center
 - Community Corrections Partnership
 - Prison to Employment Grant
- Subsidized Transition to Employment Program (STEP)
 - MOU with Human Services
 - Work Experience for referred individuals
- Grants:
 - EDD Equity Special Population Grant
 - Justice-Involved MC3 Training

NEXT STEPS

- Interested individuals would contact the Kings County Job Training Office to schedule an orientation appointment.
 - If needed, orientations can be provided over the phone.
- After orientation, the customer will be scheduled for eligibility appointment.
- Required documentation must be provided at the eligibility appointment.

Upon completion of eligibility, further assessment appointments regarding training services will occur.



We currently have JTO outreach accounts on multiple social media platforms to make connecting with our community a snap.

Follow us so we can aid you in your job search needs!

JTO KINGS COUNTY
JOB TRAINING OFFICE

**CONNECT WITH US ON
SOCIAL MEDIA**



Kings County Job
Training Office



@jobtraining559



JobTrainingOfficeKings
County



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@KingsCountyJTO



QUESTIONS & CONTACT INFORMATION

Kings County Job Training Office

124 N. Irwin Street

Hanford, CA 93230

www.kingsedc.org

(559) 852-4932