



START by attending an orientation at any of the following locations or make an appointment by calling **325-HIRE**

BAKERSFIELD

Monday - Thursday 9:30 AM
(Spanish - Second Friday of the month at 9:30 AM)

DELANO

Wednesday & Friday 8:15 AM
(Spanish - Monday 1:30 PM)

OILDALE

Monday & Wednesday 9:30 AM

OTHER LOCATIONS

Call specific office for information

America's Job Center Network

America's Job Centers of California (AJCC) provide a comprehensive range of employment and training services for job seekers and employers. Together the centers link all state and local workforce services and resources across the counties, state and country.

Services for Job Seekers

AJCC can assist all job seekers at NO-COST

Dislocated Workers, Youth, Adults, Veterans, Seasonal/Migrant Farmworkers, and Individuals with disabilities can utilize the centers for the following services:

- File for Unemployment Benefits (UIB)
- Resource Rooms with Computers, Internet, Fax Machines and Copiers
- Create Resumes, Job Search, and Apply Online
- Attend Job Search Classes & Workshops
- Employer Recruitments & Job Fairs
- Typing Tests & Certifications
- Training Opportunities

AMERICA'S JOB CENTER OF CALIFORNIA - ONE STOPS

1600 E. Belle Terrace
Bakersfield, CA 93307
661.325.HIRE • Fax 661.635.2768

1816 Cecil Avenue
Delano, CA 93215
661.721.5800 • Fax 661.721.5850

540 Perdew Avenue, Suite B2
Ridgecrest, CA 93555
760.384.5995 • Fax 760.446.0732

KERN COUNTY AFFILIATE SITES

Back-to-Work/Business Center
1405 Commercial Way, Suite 120
Bakersfield, CA 93309
661.325.HIRE • Fax 661.322.1034

EPIC @ The Beale Memorial Library
701 Truxtun Avenue, 2nd Floor
Bakersfield, CA 93301
661.868.0820

1129 Olive Drive, Suite H
Bakersfield, CA 93308
661.336.6700 • Fax 661.393.8724

5540 Lake Isabella Boulevard, Suite E-3
Lake Isabella, CA 93240
760.379.2074 • Fax 760.379.4746

INYO COUNTY AFFILIATE SITE

920 N. Main Street
Bishop, CA 93514
760.872.1394 • Fax 760.872.4950

MONO COUNTY AFFILIATE SITES

1290 Tavern Road
Mammoth Lakes, CA 93546
760.924.1770 • Fax 760.924.5431

107384 Highway 395
Walker, CA 96107
530.495.1262 • Fax 530.495.1483

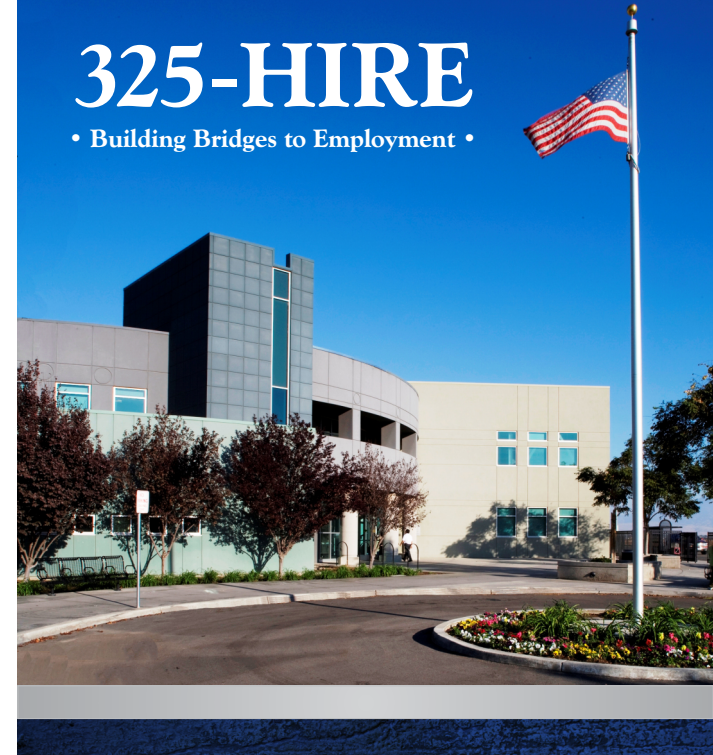
For more information visit us online
www.americasjobcenterofkern.com
or call 1.800.203.2623 TDD 661.635.2629

The AJCC & WIOA are an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

America's Job Center
of CaliforniaSM

325-HIRE

• Building Bridges to Employment •



**Guide to Services & Training
Opportunities for Job Seekers**

www.americasjobcenterofkern.com

Business Hours:
Monday - Friday 8:00 AM - 5:00 PM

PLAN A

Basic Access

Basic Career Services

Open to Everyone • **NO** Appointment needed

Access to our Resource Rooms which offers:

- Computers, printers, fax machines & copiers
- Internet access for job search purposes
- Self-referrals to jobs identified through CalJOBS
- Faxing and copying of resumes



- On-site employer recruitments
- Access to telephones to contact EDD (Employment Development Department) and potential employers

Workshops & Job Forums

✓ Resume & Interview Skills Workshop

Learn how to develop a professional and effective resume, and improve your interviewing skills.

• **Wednesday from 1:30-3:30 PM**

AJCC Bakersfield - 1600 E. Belle Terrace, Bakersfield

✓ Job Squad Forum

Receive job leads & information on current job openings, recruitments, and job fairs

• **Monday from 1:30-2:30 PM** - *AJCC Bakersfield*

• **Wednesday from 9:30-10:30 AM** - *AJCC Delano*

• **Friday from 10:30-11:30 AM** - *AJCC Shafter*

✓ Job Corner Announcements

Weekly television announcements:

“5-Hot Jobs” of the week, upcoming recruitments or events, and training opportunities available

• **Tuesday Morning News - 6:00 AM with KGET-17**

• **Tuesday Evening News - 5:30 PM with Telemundo Bakersfield 17.3 (Spanish)**

PLAN B

Preferred Choices

Individualized Career Services

Includes **ALL** services from Plan A

✓ WorkKeys Assessment

- Measures “real world” job skills critical for success
- Used for career exploration and to qualify for jobs
- Composed of (3) - 55 Minute Tests
 - Reading for Information, Locating Information, and Applied Mathematics
- Test scores are valid for 5 years and are used to make job referrals and training recommendations

✓ Job Search Assistance Class

Monday through Thursday from 9:00 AM - 3:00 PM

This in-depth 4 Day class covers the following topics:

- How to market yourself in today’s economy
(Internet job searching, networking, planning & preparation)
- How to build a work portfolio
(Cover letters, thank you/follow-up letters & references)
- Tips on how to complete job applications
- How to develop a resume that gets results
- How to prepare for and impress in a job interview
- How to use labor market data in your job search

✓ Paid Work Experience

- Open to individuals who may have little or no job skills or limited English proficiency
- Combination of classroom instruction and on-site paid skills training
- Must meet eligibility requirements
(Up to 350 hours - Wages up to \$13.00/Hour)
- Farmworker Opportunity Program is available for Migrant / Seasonal Farmworkers and their dependents
(Up to 350 hours - Wages up to \$13.00/Hour)

Follow us on



PLAN C

Training Programs

Training Services

Includes **ALL** services from Plan A & B

✓ Training available throughout the year

- Bookkeeping / Accounting
- General Office Worker
- On-the-Job Training

✓ Limited training opportunities

- Auto Mechanic
- Barber Training / Cosmetology
- Business Administration
- Certified Nursing Assistant
- Computer Aided Drafting
- Dental Assistant
- Energy Efficient & Renewable Energy Technician
- Graphic Designer
- Healthcare Worker
- Human Resources Management Certificate
- Licensed Vocational Nurse/Resident Nurse
- Medical Assistant
- Petroleum Safety & Health Preparation
- Refrigeration & Air-Conditioning Technician
- Safety & Risk Management Certificate
- Solar Photovoltaic Technician
- Truck Driving
- Welding and more...

*Ask about other training options available



✓ Minimum Eligibility Requirements

- Be at least 18 years of age
- Must be a Kern, Inyo, or Mono County Resident
- Have right-to-work documents *(I-9 Guidelines)*
- Meet Selective Service requirements
- Have a High School Diploma or GED

AJCC Franchise • JS 201 Job Seeker User Guide - Revised 8/2020