

One-Stop Career Centers

Convenient NO COST Job Search Services



SERVICES OFFERED

Limited In-Person Services Available

To request **ANY** service:
Submit a **Job Seeker Inquiry Form** at:

Self-Service: Job seekers may use our center computers for internet and printing access, fax machines, phone and copy machines at no charge. Devices are also available for individuals needing ergonomic, visual, or auditory assistance.

Training Programs: Learn more about the Workforce Innovation and Opportunity Act (WIOA) grant program and eligibility for short-term training for long-term careers. (Subject to funding availability and program regulations) Select **Job/Occupational Skills Training** on the Job Seeker Inquiry form.

VIRTUAL Tutorials:

Resumes and More: This tutorial will enable you to create/improve your resume to meet the needs of hiring companies by providing tips on formatting, cover letters, and references. Select **Assistance with Creating a Resume** on the Job Seeker Inquiry form.

Igniting Your Interview: Helpful tips to prepare you for interviewing in a 30 minute video and give you a leading edge to be a successful candidate. Select **Assistance with Developing Interview Skills** on the Job Seeker Inquiry form.

Arizona Career Readiness Credential (ACRC):

This credential includes math, reading, and employability skills modules. It is self-directed instructional content and assessments. Upon successful completion, you will receive an official certificate. Select **Prepare or Test for the Arizona Career Readiness Credential** on the Job Seeker Inquiry form.

Office Proficiency Assessment and Certification (OPAC):

Assessments designed to evaluate the skill and proficiency of typing, 10-key, data entry, Microsoft programs, medical terminology, and legal terminology. Official results certificate upon completion of each assessment. Select **Completing a Typing Test or Other Scheduled Assessment** on the Job Seeker Inquiry form.

Youth Services (Ages 14 - 24): Qualified youth may obtain assistance with exploring career options and enhance and expand job skills. Select **Internships & Work Experience Opportunities for Youth** on the Job Seeker Inquiry form.

Smart Justice Program: This program is designed to help those with criminal justice backgrounds find employment through career guidance, resume and interview support, and job leads. Write in **Justice involved** on the Job Seeker Inquiry form in the box marked Other.

Strengthening Working Families Initiative (SWFI): This grant is 100% federally funded by the U.S. Department of Labor to help low-to-middle skilled parents access the affordable, quality child care they need to earn an education. Participation in training programs for better paying jobs in emerging industries. Write in **SWFI** on the Job Seeker Inquiry form in the box marked Other.

Veterans' Services: We offer priority assistance to Veterans and eligible spouses of Veterans. There are Veteran representatives whose goal is to increase opportunities for all Veterans to obtain employment and job training. Select **Veteran** on the Job Seeker Inquiry form.



AZ@Work Maricopa County Locations

West Valley Career Center	Tel: 602.372.4200
4425 W. Olive Avenue Ste. 190	Fax: 602.372.4290
Glendale, AZ 85302	TTY: 7-1-1
Gilbert Career Center	Tel: 602.372.9700
735 N. Gilbert Rd. Ste. 134	Fax: 602.372.9794
Gilbert, AZ 85234	TTY: 7-1-1

Center Hours: Monday - Friday 8:00 - 5:00

Services/Resources	Day(s) & Time(s)
<p align="center">EMPLOYMENT SERVICES (DES)</p> <p>Job Referrals and Unemployment Insurance Information Employment Services staff is available to assist with your job searching needs and can provide job referrals to appropriate job postings.</p> <p><i>How to File Unemployment:</i> File your unemployment claim on-line at www.azui.com (Workforce partnerships CANNOT process unemployment claims.)</p>	<p align="center">Monday-Friday 8:00- 4:45</p>
<p align="center">VETERANS' SERVICES</p> <p>We offer priority assistance to veterans and eligible spouses of veterans. There are veteran representatives whose goal is to increase opportunities to obtain employment and job training. Additional veteran resources are available.</p>	<p align="center">Monday-Friday 8:00-4:00 by appointment</p>
<p align="center">BUSINESS SERVICES</p> <p>This department works with employers to identify their needs and tailor services to each business's situation, size, and values while connecting employment opportunities to job seekers. Virtual job fairs and hiring events are coordinated through a Business Service Representative.</p>	<p align="center">Monday-Friday 8:00-5:00 by appointment</p>
<p align="center">VOCATIONAL REHABILITATION</p> <p>State vocational rehabilitation (VR) agencies furnish a wide variety of services to help people with disabilities return to work.</p>	<p align="center">Monday-Friday by appointment</p>
<p align="center">MARICOPA COUNTY EARLY HEADSTART CHILDCARE PARTNERSHIP</p> <p>Educating children and support families with broad and holistic range of support to ensure that children 0-3 years are prepared and ready for school.</p>	<p align="center">For more information contact: 602-527-5725 or 602-600-2045</p>
<p align="center">TRADE ADJUSTMENT ASSISTANCE (TAA)</p> <p>Services for those individuals from qualifying companies who are dislocated from employment as a result of a company re-locating out of the country.</p>	<p align="center">Julie Thibodeau 602-771-6902 JThibodeau@azdes.gov</p>