



# BRENTWOOD CAREER CENTER July 2017

**CENTER CLOSED JULY 4<sup>TH</sup>**  
Office closed Thursday, July 6<sup>th</sup> till 1:00 pm for Training  
Office closed all day Tuesday, July 19<sup>th</sup> for Training

Computer & Fax Available until 4:50 pm

**HOURS** 8:30 AM-5:00 PM  
281 Pine Street, Brentwood, CA 94513

Register at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)  
Visit our Website: [www.eastbayworks.com](http://www.eastbayworks.com)

## ***NOT SURE WHERE TO START?***

Come to **Career Center Services Orientation!**  
Tuesday, July 11<sup>th</sup> & 25<sup>th</sup> ~ 9am-10:00am

**Servicios del Centro de Carreras en Español**  
Martes, July 11<sup>th</sup> & 25<sup>th</sup> ~ 11:00am-12:00pm

*If you are...* YOUTH (16-24) ♦ VETERAN ♦ SENIOR

~ Please arrive **15 minutes early** to all workshops ~

## *We offer:*

- Career assessments ♦ Skill assessments ♦ Typing tests
- Possible paid job training via WIOA program
- On-site recruitments by employers who are hiring!
- OJTs (**O**n-the-**J**ob **T**raining for those who are eligible)

## **TOOLS**

### **Basic Internet**

Friday, 10:00 am-11:00 am  
July 14<sup>th</sup>

### **Online Application**

Friday, 10:00 am-12:00 pm  
July 28<sup>th</sup>

### **Résumé review by Appt.**

Thursday, July 20<sup>th</sup>  
3:00-4:30pm (Appts. Close at 12 Noon)

### **WinWay Résumé**

Loaded on computers in Resource Room. Bring flash drive. Be sure to upload your new resume to CalJOBS so employers can find you!

## **JOB SEARCH BASICS**

### **Résumé Basics**

Tuesday, 9:00am- 11:00am  
July 11<sup>th</sup>

### **Interview Techniques**

Thursday, 9:00 am-11:00 am  
July 13<sup>th</sup>

### **Job-Connect Networking**

(by invitation only)  
3<sup>rd</sup> Thursday of Each Month  
2:00-3:30p

## **VETERANS**

Service Navigator (Concord Office)  
(925) 671-4500

## **YOUTH**

**Leilani Villegas** (Out of School Youth) ONLY  
CONTRA COSTA COUNTY  
OFFICE OF EDUCATION (CCCOE)  
Mon & Wed ONLY  
Call for appointment (925) 942-3309

## **SENIORS**

**Carol Archie, Program Coordinator**  
Senior Program, (55 & over)  
Wed. Only (925) 753-3215  
Drop-ins Welcome

## **ASSESSMENT CENTER**

**Tuesdays & Thursdays 9:30 am – 1:45 pm (By APPT. ONLY)**  
Located at Liberty Adult Education, Room 16  
(925) 634-2195

**Typing Certificates-** No cost, keyboarding test accepted by city, county and state agencies within the County. Certification received the same day.

**Metrix-** Online self-paced courses in Business IT, Manufacturing & Health Care Courses register online @ <http://eastbayworks.metrixlearning.com>

**Key Train Basic Skills Assessment** ~ required for WIOA program enrollment  
Lessons & quizzes can help you raise your score Reading, math, & locating information

**WorkKeys** ~ Proctored test to earn National Career Readiness Certificate (NCRC), a portable credential  
- by Invitation Only

## **ON-SITE RECRUITMENTS**

### **CHILDCARE CAREERS**

**Tuesday, July 11<sup>th</sup> @ 11am**  
Directors, Lead Teacher, Teachers, & Asst. Teachers

### **ACCENTCARE**

**IS HIRING FOR CAREPARTNERS**  
**Wednesday July 12<sup>th</sup> @ 11am**

### **SECURITAS**

**Thursday, July 13<sup>th</sup> 10am-1pm**  
Armed & Unarmed Security Officers

**Bring your resume, dress for success & be prepared for an interview.**