

# Career Visions Workforce Preparation Portfolio

Name \_\_\_\_\_

School \_\_\_\_\_

Portfolio Component	Completed (X)	Date	Comments
<b>Section 1</b>			
Program Referral			
Interest Inventory (choose one):			
<b>Data Wizard</b>			
<b>OSCAR</b>			
<b>Other:</b>			
Transition Planning Profile			
Program Expectations			
<b>Section 2</b>			
Email Account			
Job Hunting			
<b>Section 3</b>			
Employment Applications (Data Wizard)			
Resume (Data Wizard)			
Cover Letter (Data Wizard)			
<b>Section 4</b>			
Interviewing			
Thank You Letter (Data Wizard)			
<b>Section 5</b>			
OJT Contract			
I-9 Verification			
Workplace Harassment			
Job Safety			
Conflict Resolution At Work			
Resignation Letter (Data Wizard)			
References			

# The Career Visions Program

in full collaboration with  
The William S Hart Union High School District  
is proud to present:



## The new and improved Career Visions Website!

This cyber gem is positively packed with all the workforce preparation resources you'll ever need including these timeless Classics:

- Extensive Career Exploration
  - Transition Planning Tools
- Workforce Preparation Curriculum
  - Interest Inventories
- Links to local Job Search Resources

And you get this all for the amazing low price of:

**Zip, Nada, Zilch!**

That's right folks, we're giving it away for FREE!

But wait! That's not all!

Act now, and get unlimited access to the award winning  
**Career Visions Workforce Preparation Program,**  
and much, much more!

Ready to have some fun????!! Click on the link below:

[www.hartdistrict.org/careervisions](http://www.hartdistrict.org/careervisions)

and get started today!



# Career Exploration: Interest Inventory

## HROP Personal Data Wizard

### Instructions:

Using your Personal Data Wizard logon information, select the "[Interest Assessment](#)" button on the [Main Page](#), and follow the program instructions. Print your inventory results, and include in your portfolio for future reference.



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

## Welcome to the Humboldt County Office of Education's Personal Data Wizard

This site allows you to access important transitional resources , while storing your most valuable work related documents.

Some of these resources include the following:

### **Employment Application Builder**

- The information that has been entered will automatically transfer to an Employment Application Template.
- The system will format the list of personal attributes with the student's personal information.
- Application can be printed and added to portfolio for easy reference.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

### **Resume Builder**

- The Data Wizard will produce a resume after entering personal information and choosing from several pull-down menus addressing, skills, classes, activities and job objectives
- The system has editing capabilities and can be printed.

### **Cover Letter Builder**

- The information that has been entered will automatically transfer to the Cover Letter Builder.
- The system will format the list of cover letter sentences with the student's personal information.
- The three-paragraph cover letter is editable and can be printed.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

### **Thank You Letter Builder**

- Information will be automatically transferred to the Thank You Letter Builder

### **Budget Builder**

- Students can enter estimated monthly wages and estimated costs of 25 items such as rent, groceries, utilities, savings, cash etc.
- The Data Wizard produces a spreadsheet showing monthly totals.
- Students can go back and edit expenses to balance their budget.

### **Other Available Resources**

Files containing useful information are available to down load for transition students. Examples of files are:

- Reference and Recommendation requests
- Information about turning 18
- Selective Service information
- Information about buying a used car
- Information about banking and credit
- And more.



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

To access the site:

- 1) Open your internet browser (ie. Internet Explorer)
- 2) Enter the following address in the ADDRESS bar  
(*not the search bar!*) exactly as it's shown below:

<http://www.hrop.org/wizard/>

- 3) Find the group name : "William S Hart UHSD" using the drop down box and select.

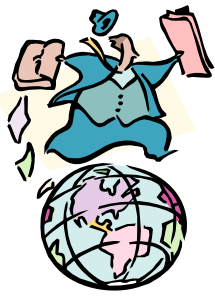
- 4) Enter your username and password:

My username is: \_\_\_\_\_

My Password is: \_\_\_\_\_

- 5) If you have trouble accessing the site, contact Career Visions at (661) 259-0033 X 525

**Have Fun!**



# Career Exploration: Interest Inventory






## O.S.C.A.R.

Occupation and Skill Computer Assisted Researcher

OSCAR is a 180 question interactive interest inventory developed by Career Development Resources. Its purpose is to link you with careers that interest you the most!

## Instructions:

Using the following link: [www.ioscar.org/tx](http://www.ioscar.org/tx)

- ◇ Select the  button on the [Main Page](#).
- ◇ Next, select the  button.
- ◇ Finally, select the  to begin the inventory process.

# Student Transition Planning Profile

**Student Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_ **Grade/Track:** \_\_\_\_\_

At your Individualized Education Program/Individual Transition Plan (IEP/ITP) meeting, you will be discussing your plans for life after high school. This planning profile is designed to help you think about your future plans. At your IEP/ITP meeting the team members will use the information you provide to help you plan your post school activities.

**Directions:** *Check all that apply.*

## AGENCY INVOLVEMENT

- ☐ I am currently receiving support from this outside agency \_\_\_\_\_  
(For example: Department of Rehabilitation, Regional Center, California Children Services, Supplemental Security Income, etc.)

## INSTRUCTION/ACTIVITIES

- ☐ My goal is to receive a diploma.  
☐ I want to go to a vocational school to learn \_\_\_\_\_  
☐ I want to go to a four-year college to study \_\_\_\_\_  
☐ I want to go to a community college to study \_\_\_\_\_  
☐ I want to go to adult school and take \_\_\_\_\_  
☐ Other \_\_\_\_\_

## COMMUNITY EXPERIENCES

- ☐ I am participating in these parks and recreation activities \_\_\_\_\_  
☐ I like spending time with family and friends doing \_\_\_\_\_  
☐ I participate in these school club(s)/activities \_\_\_\_\_  
☐ I have obtained or will obtain a Social Security Card, Birth Certificate, Permanent Resident Card, California ID, California Driver License, etc.  
☐ I am interested in hobbies such as \_\_\_\_\_  
☐ I know how to use public transportation.

## POST-SCHOOL LIVING

- ☐ I want to live on my own in \_\_\_\_\_  
☐ I plan to live with my parents and/or relatives.  
☐ I want to live on my own, but will need support from someone who can help me.  
☐ Other \_\_\_\_\_

## POST-SCHOOL EDUCATION AND EMPLOYMENT

- ☐ I would like to volunteer at \_\_\_\_\_  
☐ I want a part-time job doing \_\_\_\_\_  
☐ I want a full-time job doing \_\_\_\_\_  
☐ I do not plan to work because I will be attending school.  
☐ I plan to work while attending school.  
☐ Other \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **School:** \_\_\_\_\_



**Career Visions  
Program Referral Form  
Revised 02/10**

**All three sections** of this form must be **completed and returned** to the Career Transition Advisor assigned to the student's school before consideration can be made for program services.

Student's name \_\_\_\_\_ Date \_\_\_\_\_

Student's Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ School Site \_\_\_\_\_

**Section # 1**

**To be completed by the student's parent or legal guardian.**

**Parent or Legal Guardian's Name :** \_\_\_\_\_

Please give a brief description of the student's:

Strengths: \_\_\_\_\_

Limitations: \_\_\_\_\_

Work interests: \_\_\_\_\_

Other comments: \_\_\_\_\_

**Does this student have an IEP or documented disability?** Yes \_\_\_\_\_ No \_\_\_\_\_

Please check days and times that student is **unable** to work:

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00					
4:00-5:00					
5:00-6:00					
6:00-7:00					
7:00-9:00					

Is this student involved in extracurricular activities that will interfere with normal work hours?

Yes, \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Contact number: ( ) \_\_\_\_\_

Cell phone: \_\_\_\_\_ e-mail \_\_\_\_\_



**Career Visions  
Program Referral Form  
Revised 02/10**

**All three sections** of this form must be **completed and returned** to the Career Transition Advisor assigned to the student's school before consideration can be made for program services.

**Section # 2**

To be completed by the student's case management teacher.

**Student Name:** \_\_\_\_\_ **School site:** \_\_\_\_\_

**Teacher's name -** \_\_\_\_\_

**Current grade point average:** \_\_\_\_\_ (2.0 minimum needed for work permit consideration).

**This student has expressed interest in the following Career Visions service(s):**

☐ Workforce Preparation ☐ Supported Work Training ☐ Occupational / Trade School Co-enrollment  
(Must be at least 16 or a Junior in HS)

Would you recommend this student for a job? Yes \_\_\_\_ No \_\_\_\_

If yes, please give a brief description of the student's strengths, limitations and work interest:

\_\_\_\_\_  
\_\_\_\_\_

If no, what do you think the student needs to improve on in order to be ready to get a job?

\_\_\_\_\_  
\_\_\_\_\_

Do you feel this student would be capable of working unsupervised? \_\_\_\_\_

Teacher's signature: \_\_\_\_\_ EXT: \_\_\_\_\_

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT



**Career Visions  
Program Referral Form**  
Revised 02/10

**Student name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Site:** \_\_\_\_\_

All three sections of this form must be **completed and returned** to the Career Transition Advisor assigned to the student's school before consideration can be made for program services.

**Section # 3**

To be completed by the student's school counselor.

**Counselor's name -** \_\_\_\_\_

Do you feel this student is capable of working and maintain his/her grades?

\_\_\_\_\_

**Current grade point average:** \_\_\_\_\_ (2.0 minimum needed for work permit consideration).

**CREDITS NEEDED TO GRADUATE:** \_\_\_\_\_

**Counselor's signature** \_\_\_\_\_ **Ext. number** \_\_\_\_\_

**FOR CV USE ONLY**

**School:** \_\_\_\_\_ **Date Completed Referral Received** \_\_\_\_\_

**Age at time of referral:** \_\_\_\_\_

**Availability Master**

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00					
4:00-5:00					
5:00-6:00					
6:00-7:00					
7:00-9:00					

**Program Recommendation : WorkAbility 1** \_\_\_\_\_ **TPP** \_\_\_\_\_

# Welcome to the Career Visions Program at the TLC!

## What we do:

The Career Visions Team is responsible for providing you with career exploration and career development services.

Here are a few frequently asked questions regarding paid work training:

### **1) How do I get a job ?**

Paid work training at the TLC is a privilege program. This means that there is no California mandate which states that we *have* to give you job. You have the right to earn a job by maintaining acceptable classroom performance, and completing minimum workforce preparation requirements including training in following key areas: Interest Assessment, Job Hunting Strategies, Job Applications, Cover Letter, Interviewing Skills (including video taped practice), Thank You Letters, and Job Retention Strategies. These components will be covered in the classroom by your instructor, and reinforced in the field by Career Visions Staff as you prepare to receive on the job training.

In addition, you will need to complete a satisfactory PAES assessment, and 40 volunteer hours at a work site related to your interests before paid placement begins.

Assuming that you are able to meet these requirements, you must submit a completed "Work Referral" to your Career Transition Advisor (CTA). You can obtain this from your CTA or your teacher.

### **2) Once I have a job, what do I have to do to keep it?**

Congratulations! You've got a job, but in order to keep it, you must maintain acceptable OJT performance. This means coming to school, on time and ready for work. It also means that you will be evaluated at your worksite every eight (8) weeks, and that you, or any party associated with your WAI/OJT contract has the right to terminate at any time. Initially, you will be given a "Work Training Services" bank of fifty (50) hours. Any time dedicated by a CTA to your OJT will be charged against that bank. Please note that any UNEXCUSED absences related to your OJT will cost you the allotted time for that day! (For example, you are scheduled for a 5 hour work day, you come to school on time but left your uniform at home. Your bank will still be charged the full 5 hours for the day.) Your "Work Training Services" bank has a maximum of 50 hours per year. Hours can not be carried over from one year to the next.

### **3) My work performance is an issue. How does this affect my job?**

If you choose to have continual behavioral or performance problems while at the OJT, the following protocol can be implemented by anyone on your treatment team:

- You will be given a verbal warning in order to allow you to modify your behavior.
- If the problem continues, you will receive a one day suspension as well as a case conference to discuss your continued employment.
- If further disciplinary action is needed, after this initial conference, you may be terminated from your OJT without a conference, and may have to get a new work referral in order to be considered in the future.

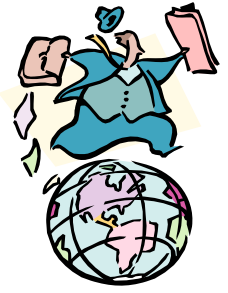
**I understand that participating in the Career Visions work training program is a PRIVILEGE not a right. At any time, I agree that I can refuse services and elect to secure competitive employment on my own. I understand these expectations and agree to adhere to them to the best of my ability.**

Signed: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
(Parent / Legal Guardian )

Date: \_\_\_\_\_



**Career Visions Service Continuum**  
**TLC**  
Revised 06/10



**Program Assumptions**

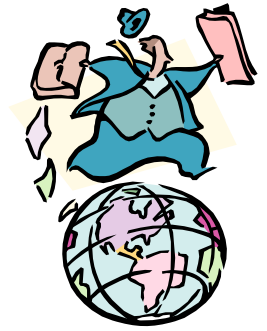
- **Competitive employment is the ultimate outcome upon exit.**
- **Student receives work training services during normal school hours.**
- **Evaluations are certified by an on-site Career Transitions Advisor. (80% minimum requirement to move from PAES to WAI/OJT.)**
- **In addition to the 80% evaluation requirement, all OJT candidates will be required to meet minimum proficiency benchmarks before CV will support community based placement. These areas of proficiency will be reinforced by the student's Special Education Teacher or on site Career Transition Advisor and include demonstrable proficiency in the following areas: Job Search, Applications, I-9 Requirements, Resume, Cover Letter, and Interviewing.**
- **Student is given a WAI fifty (50) hour "Work Training Services" bank . All time dedicated by a CTA to direct student interaction while in an OJT capacity is chargeable to that bank (including unexcused absences, lateness, and other related issues).**
- **Student has the right to refuse program services at any time, in order to pursue competitive employment.**

# Career Visions Service Continuum

## TLC

Revised 06/10

Assumption : Competitive Employment is  
the Ultimate Outcome after Exit!



### Intake



**PAES/Observation/Workforce Prep Training/Volunteer Hours**



**8 Week Evaluation (80%?)**

**(If less than 80%, continue PAES/Workforce Prep/Volunteer Hours)**



**Minimum Portfolio Requirements for WAI/OJT  
(Job Search, Applications, I-9, Resume, Cover, Interviewing)**



### WAI/OJT

**50 Hours of Work Training Services  
(while continuing workforce prep training)**



**TPP (Eligibility TBD by DOR Rehabilitation Counselor)  
Work Training Services and Occupational Development Support  
(while continuing workforce prep training)**



### Seamless Transition

**Appropriate Work Training Services and Occupational Development Support  
to be determined by the student's IEP Team within 6 months of exit. Process to  
be initiated by Case Management Instructor in collaboration with the student's  
Regional Center Service Coordinator.**

## HELP WANTED ABBREVIATIONS

Every day the newspaper has lots of jobs that are put there by employers who want workers. These "want ads" often use abbreviations just like the ones below.

Use this list of abbreviations and their meanings to help you to decipher the classified ads on the following pages.

admin	administrative
adv	advertising
agcy	agency
a.m.	morning
appt	appointment
asst	assistant
bkgd	background
mgr	manager
mo	month
nec	necessary
K	thousand
pref	preferred
oper	operator
oppty	opportunity
EOE	equal opportunity employer
pd	paid
BA	bachelor's degree needed
AA	associates degree needed
MA	master's degree needed
p/t	part time
refs	references
req	required
sal	salary
secty	secretary
sr	senior
hs dipl	high school diploma
gen'l	general
hr	hour
hrly	hourly
f/t	full time
inc	including
comp	computer
trnee	trainee
tmp	temporary
yr	year
freq	frequent
exp	experience
fntstc	fantastic
prog	program
blvd	boulevard
st	street

ind	industrial
intvw	interview
phys	physical
jr	junior
wait	waiter
lt.	light
const	construction
mach	machine
manuf	manufacturing
bus	business
clk	clerk
co	company
coll	college
comm	commission
corp	corporation
w/p	word processing
wpm	words per minute
dept	department
dir	director
div	division
equip	equipment
etc	and so on
eves	evenings
wkends	weekends
exc	excellent
benfts	benefits
exp	experience
fr	future
gd	good
grad	graduate
MS Word	Microsoft Word
Excel	Microsoft Excel
typ	typing
wk	week
cust svc	customer service
innov	innovative
lic	license required
prop	property
DOE	employment histry
xlnt	excellent
cert	certification

fax	facsimile
res	resume
covr ltr	cover letter
TTH	Tues, Thursday
indv	individual
med	medical
dent	dental
vac	vacation
mktg	marketing
knwldg	knowledge
HR	Human Resources
pkg	package
immed	immediate opening
att	attention to:
w/o	without
w/l	within
hist	work history
a+	a plus!
MWF	Mon, Wed, Fri
401k	retirement plan
@	at
dmv	driving record
phn	phone number
dep	depending
PHd	doctorate degree
dev	development
loc	location
deg	degree
snd	send
w/	with
biling	bilingual
rd	road

1



1



**Directions: Use your common abbreviations list to decipher, and rewrite without abbreviations in the space provided.**

**★ RECEPTIONIST ★**  
F/T Culver City skin care,  
cust svc, computer lit,  
phones, Engl/Span. Health  
Ins, Tu-Fri, 11am-7pm, Sat. 9-  
5pm. Fax res: 310-915-7157

Handwriting practice lines consisting of 20 horizontal lines. The first line is preceded by a small square icon, and the last line is preceded by a small circle icon.

7

Special Ed. School  
In Van Nuys  
for stud. w/behav. +  
learn probl. Innov. prog.  
w/pos team approach.  
\$9-11 hr. + benef. 1 staff  
for every 4 students.  
Fax resume  
(818) 904-0461  
WEB LASS1246

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. On the left side, there are two circular binder holes, one near the top and one near the bottom. The paper appears to be a standard sheet of notebook or legal pad paper.

**TELEMARKETER:**  
Exp'd with dental back-  
ground pref'd. Call Dr.'s cell  
310-770-5580-or email:  
drafar@oralimplants.com

# Undertsanding the Classifieds

- Using the Classified Ads that follow, cut out five that interest you. Paste each Ad, and re-write without abbreviations on the sheets that follow.
-

Web LA17720

**Project Manager** Enterprise Microarray Data Management. MS or PhD in CS or related field. Required Exp: Sys. Commercial Software Dev. (2 yrs. Project Mgmt.). Exp. in microarray experimental process, incl. sample tracking & processing, fabrication, image analysis, statistical data analysis, MUMAGE-ML, JAVA, Swing, de 2- & 3-tier architectures, sign, develop & maintain enterprise software product for managing microarray experimental data; manage developers & off-shore outsourcing development. Job Loc. El Segundo, CA. Send resume to BioDiscovery, Inc., 100 N. Sepulveda Blvd., #1230, El Segundo, CA. 90245

**Project Engineer** (Los Angeles) Plan & on-site manage construction projects. Reqs: Bachelors, Civil Engineering & 1 yr exp. Send resume to: Group F Builders, Inc., 1155 S. Robertson Blvd., Los Angeles, CA 90035 Attn: K Andersson. Refer to JOB #55

**PROPERTY MANAGEMENT** Beverly Hills Adj. (Pico/Robertson) Resident Manager (ind. or team) to manage and maintain 411 Sec 8 sr. bldg. Solid PM experience req'd. Salary \$30 per exp + med. dent. 401k + large 1br/1ba apt. Outstanding opportunity for right person. Resumes to tsam@comcast.net or yahoo.com; fax 323-462-2449 Thomas Saffran & Associates

**PROPERTY** Web LA484182 **LEASING MANAGER** **RESIDENT SERVICES** Positions in LA, WLA, West SF Valley, Ventura, Santa Clarita, Santa Barbara. Fax attn: Lois 310-242-5201 email: apply@pmpincusa.com

**PROPERTY MANAGEMENT** **SELF STORAGE MANAGERS** Opportunity for FT Managers. Strong sales skills req. Will train Bnfts: competitive wages & bonus program, med. 401k plan, Good DMV req'd. Fax res: 949-727-7442

**RTY MGMT** Off Site strator needed for 41 x credit complex in wood. Ideal candidate possess good written oral skills, computer & organizational skills. Please fax resume to 310-479-9968 Attention: Judy

**PROPERTY** Leading DTLA Prop Mgmt. Co. seeking Comm'l./Retail Prop. Mgr. w/2+ yrs exp., College Deg. & RE Lic. req'd. CPM pref. MS Office-Sal. DOE- Fax resume to 213-534-3237.

**PROP. MGMT.** PROP. SUPERVISOR Min. 5 yrs., supervise, hire/train On-Site Mgrs. Transp. + CDL & ref. req'd. Salary + bonus + benefits. Fax res. & salary history to: 818-703-1819

**PROP. MGMT.** APT. MGR. needed. Strong leasing & computer skills (Yardi). Salary / bonuses / apartment. Management team may apply. On-site req'd. Fax res. 310-217-1707

**PROPERTY MGMT** **APT LEASING AGT** **SERVICE TECH** 400+ community in Long Beach area. GRT OPTTY Xint sal, bonus, bnfts. Fax res: 866-547-3269

**Prop. Mgr.** Entry Level, office & field res: oral/wrt/comm skills a must, billing, Span. At. occupancy specialist certifi. At. w/ train Fax 310-217-1329

**PROPERTY SUPERVISOR** Expel 5+ yrs, for large Apt Complex's. Salary. Please Call 323-987-1050

**PROPERTY MGRS- ON SITE** Mobile Home Park Team needed. San Gab Valley. Fax resume 626-286-3160 **Property Management** Team Free apt + sal + ben-efits Fax (818) 376-6556 Email: vf.carlo@bcglobal.net

in print. Online. your future is here.

Midwest properties. Must have recent experience. Salary, bonuses, benefits. Smoke@deconproperties.com Fax 323-566-6622

**PROPERTY** **Sr. Compliance Specialist** Nationwide prop mgmt firm based in LA area seeks energetic candidate. Reqs: 2-5 yrs exp w/ Sec 8 & Tax Credit rehab. Comp lit w/ Word, Excel & xint comm skills. Some travel w/ xint is a part time travel opportunity. Good Benefits. Sal: DOE. Fax 323-432-5038 Attn: 131 or email employment@alphaproperty.com EOE Web LA484194

**PSYCHIATRIST** Provide psychiatric services for SED adolescents in a residential TX facility. Evaluations, prescribe med. medications, consultation with appropriate parties, taking emergency calls for patients and dictating reports. Must have current MD DEA license and malpractice insurance. This is a part time position. position. Fax res: 818-904-0159. No Criminal Convictions. EOE WEB LA551202

**★ PSYCHOLOGISTS ★** F/T, Exc. Pay. Career opppt. Fax 213-739-0091 Phone 213-739-0019

**PR Specialist** will prom co's products; prep org publications for int'l & cust. est. w/ comm. or prog to maint favorable public perception of the co. Req's deg in Comm/rel. Will consid exp in lieu of deg. Mst have lgl wrk attn. Dnt resume & sal reamt to: Comm Club, 100 N. Hollywood, CA 91606

**(1) PURCHASING-BUYER & (1) MANAGER**

Growing machinery mfg. co. has immed. need for two persons with min 5 yrs exp. purchasing & managing hot and cold rolled steels, aluminum; pneumatics; hydraulics; motors; PLC's; etc. Must have xint organizational skills and be assertive. Commensurate salary with exp. Fax resume only Attn: Personnel 626-350-5181 or email: resume@lawrenceequipment.com Web LA566660

**PURCHASING** **WW Purchasing Mgr.** Resp. for purchasing of svcs & supplies nec. for operation of an organization including equip, tools, completed and raw materials; provide guidance to maintain communication betw. co. depts. on inventory levels; review proposals for price, delivery time & quality. SAP exp. & APICS cert a +. 5 yrs. + exp. Xint benefits. Resumes: jobs@m-audio.com or fax (626) 633-9034

**PURCHASING** **★ BUYER ★** \$2830-3495/MONTH Purchase supplies, materials, equip. and services for school district. H.S. + purchasing exp. Apply at: www.paramount-k12.ca.us or Paramount USD, 15110 S. California Ave, Paramount 562/602-6008 Deadline 10/10/05

**Quality-Heat Treat Inspector** Good Benefits Inquire within: 2454 E. 58th St, Los Angeles, CA 90058

**QC INSPECTORS** Statewide Positions \$18-\$43 per hour Training Provided 916-473-0739

**Quality Control Lab Lead** Spectrum Labs, 514-517/hr. Fax: 310-885-3399. Email: sfowler@spectrumlabs.com

Find jobs in your own backyard.

**JOBS**

**RADIOLOGY** Imaging Tech. positions available at Northridge Hospital Medical Center

Northridge Hospital Medical Center

See ad under Healthcare

**Real Estate** **EOE/AA** **LEASING MANAGER** Nat'l R.E. investment co. seeks exp'd Leasing Property Mgr for industrial and office portfolio. Will perform direct leasing, oversee outside brokerage teams, maintain market knowledge and broker relations. Responsible for lease negotiations, tenant retention strategies, prop. mgmt, budget prep, and fin'l reporting. Must have successful leasing track record, ability to coordinate multiple projects, computer skills. Xint salary and benefits. Fax resume to: RREEF (714) 634-2680 Web LA226202

**REAL ESTATE** **Legal Affairs/Leasing Executive**

If you have a background in retail and commercial leases, as well as tenant relations and have excellent people skills, you may wish to talk with us.

Fax resume to 310-230-8314

**RE:** No weekends. 5 work days only. Commercial Real Estate Co. seeks exp'd & new agents who are ambitious to make \$300k+ a year comm. Re. license req'd. Call Jacqueline 562-207-2550 x2581 \* www.icreg.com \*

**RE AGENTS - SALARY PLUS!** Opening New Office. Many Leads. No Cold Calls. Fax res: 562-494-8081 Long Beach/Lakewood

Realtors for Vital Info, Take the 45 Second Test. www.45Secondtest.com

**REAL Estate Agents** wanted. No exp. or used. Lic required. Rapidly Expanding. Century 21 Hollywood 323-462-7436 www.century21hollywood.com

**R.E. ASSET MANAGER** \$15/hour start + comm. CA real estate lic. Miller & Desatnik Mgmt. Co. (310) 838-1828; Bernice

**REAL Estate.** People w/ desire, discipline, eager to learn/xint work ethic who want to earn a 6 fig income. Bilingual at. Dwny 562-250-6140 x116

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**RETAIL** Please see our Field Merchandiser opportunity under "GROCERY"

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**RETAIL** Sales Persons/ Cashiers for gift store chain in Commerce & Santa Fe Springs. Fax 323-838-0466 or call 562-802-8727

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**RETAIL MANAGER.** Exp'd needed for Fuego, a new high-volume gift galley @ Glendale Galleria. \$3000/mo + bonus. Call 206-383-1286

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**MARKET MANAGEMENT DIRECTOR - HISPANIC MARKET**

New York Life, a major life insurance company and a leader in financial services industry, has an opportunity for a Management Director to develop the Hispanic market. Position is based in Southern California. As a Hispanic marketing specialist, the Director will use his/her in-depth understanding of the Hispanic culture to recommend, develop, and implement market strategies, develop relationships with key Hispanic community leaders, as well as provide strategic direction for recruiting campaigns.

Written and verbal fluency in Spanish is essential for this position. Candidates must also possess a Bachelor's degree or equivalent with superior communication and organizational skills. Familiarity with the life insurance industry is desirable.

New York Life offers a competitive salary and an excellent benefits package, including a subsidized benefits program, 401(k) savings plan with company match, and retirement plan. If you are interested in this career opportunity please visit [www.nyflcareers.com](http://www.nyflcareers.com) to submit your resume and enter job reference code: **AGY/1516/hocrg**.

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**MARKETING MANAGER**

**DEGREE IN ENGLISH, LIBERAL ARTS, OR HUMANITIES PREFERRED**

**STV Incorporated**, a leading architectural, engineering, planning, and construction management firm, seeks a Marketing Manager in our Los Angeles office.

The firm is seeking a take charge individual who will expand our client base and oversee a small Marketing department. Candidate will also manage lead development, major proposals/qualifications and multimedia presentations. Successful candidates must also have a minimum of 3 years supervisory experience, demonstrated writing and editing skills, and the ability to develop and critique presentations.

Must have a college degree - preferably in English or liberal arts - and five or more years of similar experience in the A/E/P ent. The position requires the ability to juggle multiple commitments under heavy deadlines. Resumes must be accompanied by a cover letter demonstrating your relevant experience. Resumes not accompanied by a cover letter will not be considered.

This position includes a complete benefit program. Salary is commensurate with experience. Please forward cover letter, resume, and salary history to:

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New York Life, a major life insurance company and a leader in financial services industry, has an opportunity for a Management Director to develop the Hispanic market. Position is based in Southern California. As a Hispanic marketing specialist, the Director will use his/her in-depth understanding of the Hispanic culture to recommend, develop, and implement market strategies, develop relationships with key Hispanic community leaders, as well as provide strategic direction for recruiting campaigns.

Written and verbal fluency in Spanish is essential for this position. Candidates must also possess a Bachelor's degree or equivalent with superior communication and organizational skills. Familiarity with the life insurance industry is desirable.

New York Life offers a competitive salary and an excellent benefits package, including a subsidized benefits program, 401(k) savings plan with company match, and retirement plan. If you are interested in this career opportunity please visit [www.nyflcareers.com](http://www.nyflcareers.com) to submit your resume and enter job reference code: **AGY/1516/hocrg**.

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 1055 West Seventh Street, Suite 3150,  
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Pac Rancho in Rancho Cucamonga seeks indiv w/min 5yrs exp. Must be able to read schematics, run conduct trouble shoot & work on motor controls. Mech & welding abilities a+. Must have own hand tools. Must be avail. all shifts. Apply in person, or mail/fax res: CFI-Pomona 4200 W. Valley Blvd. Pomona CA, 91766; Fax: 909-869-7384 Att: J. Gonzalez. Call 909-595-2252

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 Heavy Recycling center seeking mechanic familiar with conveyor systems, hydraulics, & control systems. Please apply within @ Community Recycling 9189 De Garmo Ave Sun Valley, CA 91352 (818)767-6000 or fax resume to (818)768-3930. WEB LA551222

**Seeking Maintenance Mechanic**. General maintenance knowledge and Boiler license required. Benefits include 401k, Bonus, and medical and dental insurance. Please email resume to martinezj@morganservices.com or fax to 213-621-3199. Web LA550168

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**MED** Busy Orthopedic practice needs F/T Billing Mgr, Collectors, and Billers. W/C and PI exp necessary. Fax resume: 310-432-1407

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 P/T Min 2 yrs exp. Profess Mature. Comp skils. Benefits. Fax 818-845-7068. Email hradmin208@hotmail

**MEDICAL Assistant**, back office, for busy Encino surgical dermat practice. Mon-Fri, full or part-time. Fax resume to 818-907-5967

**MEDICAL M.A. / RECEPTIONIST**. F.T. Must be bilingual w/min. 1 yr exp. Occ. Med. 562-531-8300 Ext. 235; Fax # 531-8035

**Medical Coordinator**  
 Receptionist. Billing a plus. Burbank office exp needed, full-time, fax resume, (818) 845-2828. WEB LA551230

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**MORTGAGE**. Nationwide subprime lender seeks: Funders, Processors, Loan Officers, and Managers. Email resume to [rmason@honeymae.com](mailto:rmason@honeymae.com)

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**Network and Database Administrator**. Manage server, weblogs, security, network & database, email applications@cfloans.com. Citywide Financial Group Inc. 3711 Long Beach Blvd., #110, Long Beach, CA 90807

**NETWORK ADMINISTRATOR**. Work with various hardware & software. BS in computer science & 2 yrs exp req'd. Send resume to IM Air Comd 18320 Oxford St, Suite 3, Tarzana CA 91356

**NURSING**  
 LVN's & CNA's that speak Cantonese for skilled nursing facility. Good pay. Call 323-564-4461

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 For a busy unit-based Ortho Prac. Exp in Work Comp rpt writing (apportionment, etc.) Work at home/ofc. Sal negotiable. Fax res: 818-703-6505

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 Front ofc. Busy BH OB/GYN ofc. F/T. Sal + bnfts. Fax: 310-659-5185

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 P/T BSN req'd. MSN pref. Min: 5yrs recent clinical exp; current CA RN lic & CPR/CDE cert. To apply send resume: Brotman Medical Center, HR dept, 3828 Delmas Terrace, Culver City, CA 90232. Fax res 310-202-4186 email: meliz.louy@tenethealth.com

**WEB LA511156**  
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We're a 125 bed psych hospital with a F/T vacancy for one of our Nurse Manager positions. Must have current, valid CA RN lic, program planning, QM & supervision exp. Prev psych mgmt exp pref'd. Send resume to: College Hospital, 10802 College Pl., Cerritos, CA 90703 or fax to: 562-865-8432. EOE

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**NURSING RN SUPERVISOR**  
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**NURSE LVN & RN**  
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**NURSING**  
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For mfr. commercial & aerospace industry. Min 5 yrs exp in all aspects of quality engineering in an ISO 9001 environ w/ extensive customer interface. BS/BA deg w/ quality engrg certification preferred. Great benefits incl med, dental & 401K. Resume w/ sal history to HR Mgr: **Reinhold Industries, Inc.** 12827 E. Imperial Hwy Santa Fe Springs CA 90670 Fax 562/944-7238 wwmorrison@reinholdind.com EOE WEB LA566740

**Quality Assurance Manager**  
QA/QC pro needed in Chatsworth by a rapidly growing aerospace sub of Nasdaq co. MUST have 10 yrs exper in aerospace mfg, ISO/AS9100 and FAA compliance. A&P license preferred. DMIR exper a plus. Competitive comp & benefits. Cover letter & resume. dcolton@pencmoengineers.com WEB LA551240

**Quality Inspector**  
Aerospace mfr in Chatsworth. Must be able to use all common inspection hand tools, perform complex surface plate setups, use CMM, know shop math. Exper w/ FAA paperwork, ISO systems, FAI reports, Excel, DMIR exper, ASQ CMI or CQT a plus. Resume: hrc\_resumes@yahoo.com WEB LA551241

**QUALITY CONTROL SPECIALIST**  
Ph.D. in Chemistry plus min. of 3yrs of exp in analysis of peptide finished products and in-process samples utilizing LC/MS, HPLC, CE etc. Knwldg. of GMP and QA issues is a must. Pls. email res. to: polypeptideplus.com or fax to: 310-782-3645

**QA MANAGER**  
Fullerton based soy & tofu manufacturer seeks QA Manager to supervise and manage multi-site QA program. BA in Food Science, Microbiology, or a related field & 3+ years of QA supervisory experience. \$55K-\$65K annually. 15% travel reqd. Email: deirdred@pmo.com or fax 714-578-2808. Web LA576541

**FOOD CO. seeks an exp'd QC Mgr. to administer Food Safety & HACCP and GMP programs. Must be bilingual Eng/Span. Must have exp. in food processing, a degree related to food, microbiology or baking science a +. We offer an xnt salary and bnfts pkg. Fax resume w/sal hist. to 909-947-2238**  
**QUALITY CONTROL Tech:** min 2 yrs exp to test/inspect products being manufactured. Record test data & evaluate/recommend changes to maintain optimum quality standards. Send ad/resume attn: Virginia Restrepo to: Plastics Paint Prod, Inc., 1471 W. 15th St., Long Beach CA 90813  
**Quality System Specialist:** achv co qal goal: ensure AS 9100 compliance & cust satisfaction; monitor product qual; Reg deg. Eng/nrat + exp. Will consider wk exp in lieu of deg. Lgl w/ auth req. Resume/sal req fax to (949)631-6190. J.D. Lincoln Inc. Costa Mesa, CA. 92627

**RADIO**  
**Radio Announcers/DJs**  
NO EXP NEC Host Music/Talk shows on our radio stations 15-20 hr fntstc benef. 323-468-0090 Hwd 714-363-0851 Anaheim **Web LA17780**

**RADIOLOGY**  
**Radiologic Techs**  
State-of-the-art out-patient radiology centers have immediate F/T & P/D openings for full licensed Rad techs. We offer comp salary, great bene pkg and a wonderful work environment

**REALTY**  
**RECEPTIONIST**  
Beverly Hills Real Estate Company has an excellent full time opp for a self-starter with pleasant and professional personality, high energy level and excellent phone skills, computer experience required, various duties may be assigned.

We offer a friendly work environment with excellent salary with benefits & 401K package. Applicants fax resume to: (310) 712-1735 Attn: Human Resources EOE

**RECEIPT/OFFICE CLERK**  
SFV construction co. has immediate opening. 15 office employees. Prev. office exp req. Office 2000, MS Word, Excel, Med. Ins. & 401K provided. Fax resume 818-881-3047. WEB LA551238

**RECEIPT./FILE Clerk-** for busy SFV. off. Personable & exp'd. Must be bil-ling \$10-12/hr. Duties: Heavy plugging, filing, mail sorting, gd bnfts, opp for growth. Fax res: 818-986-1214 EOE

**RECEPTIONIST-F/T** for West L.A. law firm. Exp. pref but will consider trainee. Must be professional and dependable. Type 55+ wpm. Fax resume (310) 838-5322

**RECEPTIONIST**  
F/T Culver City skin care, cust. svc, computer lit, phones, Engl/Span, Health ins. Tu-Fri, 11am-7pm, Sat. 9-5pm. Fax res: 310-915-7157

**RECEPTIONIST.** Fast paced medical office w/ busy phones. Check-in pts, verify ins., prepare charts & some filing. 2 yrs. exp. FT w/bnfs. Fax resume: (310) 829-7490

**RECEPTIONIST**  
FT. Must be able to handle high vol traffic and calls. Fax res. (213) 624-4777 Attn: Amy.

**RECEPTIONIST F/T.** Dental lab is looking for responsible, outgoing person with good work ethic. Possible advancement. 818-841-2256

**RECEPTIONIST**  
Prof. phone personality. Exc phone skills, excel exp. ability to multi task. Help acctg dept. FAX 323-923-2320

**RECEPTIONIST.** Front Office, Heavy phones, Full Time. Bilingual is a +. Fax resume: 714-729-0144; Email resume: fromo@lmed2k.com

**RECEIPT. WLA Optom.** Exp. Great patients, hvy phns. cmprts. Organ/multi-task. Friendly, bnfts pkg. Immed opng. Lf msg 818-734-9666.

**RECEPTIONIST/SALES**  
El Monte Area. Looking for hard-working, responsible person. Please call 10am-6pm 626-350-8830

**RECEPTIONIST Janitorial Comp**  
seeking bilingual (Spanish) Receptionist, HT & CPU knowledge preferred. Lucie Carrillo 800-933-3671 ext. 135.

**RECEPTIONIST**  
Full Time + Benefits. Reliable, detailed, 60wpm. Fax Resume 818-396-2213

**Job Opportunities**  
**Cashiers/Drivers**  
**Driver Assistant**  
**Out of the Closet Thrift Stores**  
We are looking for experienced, reliable individuals to join our team.  
We offer great opportunities for growth and promotion.  
Must be available to work a flexible schedule including weekends.  
We offer a broad benefit package. Paid vacation & sick time. 401(K) w/ employer contribution.  
\*AHF does check employment history and conducts a criminal background check  
On site interviews will be conducted on the following dates: AIDS Healthcare Foundation Administrative Office 6255 W. Sunset Blvd. 21st Floor  
Wednesday, 9/28: 9am-12pm / 2pm-5pm  
Thursday, 9/29: 9am-12pm / 2pm-5pm  
You may also apply on line at www.careers.aidshealth.org. For more information about this and other positions at AHF check out the job section on our website: www.aidshealth.org. You may also contact Lee Jones, OTC Recruiter: (323) 860-5258  
**AIDS Healthcare Foundation**

**RESTAURANT**  
**DENNY'S CORP**  
**MGMT OPEN HOUSE**  
GM & Manager Oppty! Now Offering a \$2,500 Retention Bonus!  
**PRE-APPLY TO:** 1-888-887-5627 or www.dennys.com/careers  
Access Code #11209  
**THEN COME INTERVIEW:** Walk-ins Welcome Thurs, 9/29, 10a-5p 2460 N. Sycamore Simi Valley, CA 93065 Dir Only: 805-526-8954 Fax: 888-597-7357 ds@foodbizjobs.com **APPT/INFO: 888-597-7746**

**RESTAURANT**  
**Noah's Bagels Restaurant**  
**Management Open House NO NIGHTS!**  
(We close around 5pm) Interviewing for GM's & Catering Sales Mgrs throughout the Los Angeles region. Interview Thurs, Sept. 29th 9am-4pm (No Appt. Nec.). @ Noah's Bagels 2231 Rosecrans Ave. in El Segundo. Directions 310-725-9160. For early consideration, Fax/Email resume 214-222-6510 or CAL@selfopportunities.com Questions 800-594-7036 1 yr Rest MGMT Exp Req'd

**RESTAURANT MANAGERS**  
Immediate Opening for Restaurant Manager at "World Class" San Diego & Ventura facilities. Minimum 3 yrs. exp. in catering and food & beverage operation at Manager level. Salary range is up to \$4K w/outstanding benefits. Contact Norma 619-556-8916 for more information. Fax resumes to 619-556-9537 or email to norma.espinosa@navy.mil

**RESTAURANT**  
great people, real opportunities  
Eurest Dining Services seeks: **FOOD SERVICE DIRECTOR EXECUTIVE CHEFS CHEF MANAGERS**  
for B&B account in the LA area. Related exp req'd. We offer a M-F work week, comp. salary/benefits. E-mail: kim.gallo@compass-usa.com; F: 781-359-9054. EOE AAA Employer M/F/D/V

**RESTAURANT**  
Non-Profit Restaurant Competitive deli/catering business seeks Asst Mgr to teach, supervise and work alongside disabled adults. Food mgmt/cooking exp req'd. High energy needed. Fresh early am, some evenings and wknds. 40+ hrs/wk. 30-32k plus superior benefits. Email/Fax resumes to jobs@mhaa.org or 562.263.3396.

**RESTAURANT**  
**Cooks**  
Calabasas Sushi Cooks, Pantry and Line Cooks needed for High Volume Fresh Seafood Restaurant.  
**Web LA17759**

**RESTAURANT**  
**NOW HIRING!!!**  
Experienced Manager, Servers, Hostess, Cashier. Apply at Bob's Big Boy Restaurant 21090 Golden Springs Diamond Bar, CA 91789

**RESTAURANT MANAGERS**  
**A GREAT CAREER & Superb Quality of Life!**  
GIMs & AGMs needed throughout LA. Xnt comp, bonus & bnfts pkgst! Fax res: 888-523-3877 jla@foodbizjobs.com

**RESTAURANT & NIGHTCLUB**  
**GENERAL MANAGER**  
Upscale Spanish rest/nightclub for our Riverside store. Min 5yrs exp. Salary + bonuses. Please fax resume to: (858) 860-0387

**Job Opportunities**  
**Cashiers/Drivers**  
**Driver Assistant**  
**Out of the Closet Thrift Stores**  
We are looking for experienced, reliable individuals to join our team.  
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**RESTAURANT & NIGHTCLUB**  
**GENERAL MANAGER**  
Upscale Spanish rest/nightclub for our Riverside store. Min 5yrs exp. Salary + bonuses. Please fax resume to: (858) 860-0387

**Help us delight our customers!!!**  
Forever 21 is one of the most dynamic and rapidly growing retailers in the fashion industry. We are looking for individuals interested in challenging career opportunities in our fast paced and energetic work environment.  
We are NOW HIRING for our new and exciting Forever 21 concept store in Old Town Pasadena!!  
**GRAND OPENING**  
**NOVEMBER 2005!!!**

**Co-Managers**  
**Assistant Managers**  
**Visual Merchandisers**  
**Sales / Stock Associates**  
We offer complete pay, health, dental, paid time off, professional working environment and job specific training for possible advancement opportunities!

**JOB FAIR**  
October 4th: 2pm-7pm  
October 5th: 9am-6pm  
@ Sheraton Hotel Pasadena 303 Cordova St., Pasadena  
Please fax or email resumes to:  
**FOREVER 21**  
Fax: 213-741-5161 careers@forever21.com

**RETAIL**  
**Fry's Electronics**  
Fry's Electronics, one of the leading retailers of electronics in America, is looking for high quality, career-minded people who would like to join our team.  
Fry's offers competitive compensation, benefits, associate discounts and offers unparalleled career opportunities.  
Fry's is seeking: **Retail: Full Time, Entry-Level to Management in the following:**

**Computer Sales**  
**Software Sales**  
**Electronic Components Sales**  
**Cashiers**  
**Audio Sales**  
**Receiving**  
**Video Sales**  
**Delivery Drivers**  
**Car Audio Sales**  
**Telecommunications**  
**Customer Service**  
**Car Audio Install Technicians**  
**Appliance Sales**  
**Computer Retail Technicians**  
**Loss Prevention**

Applicant must apply in person:  
**7 Days a Week 8AM - 8PM**  
1901 E. Ventura Blvd.  
Oxnard, CA  
Fry's is also offering: Part-Time positions in Sales and Customer Service at all Fry's locations.  
EOE

**RETAIL**  
**PHARMACY CLERK**  
L.A. Good Neighbor Pharmacy and cafe hiring motivated and friendly full/part clerks/cashiers. flexible hours. Training is provided. The business location is 4562 E. Cesar E. Chavez Ave. Los Angeles, CA 90022. Please call Marvin at (626) 272-4374 or fax resume at (310) 537-2116 or send your resume to: centurywoodpharmacy@yahoo.com

**SALES ROUTE DRIVER** Provide sales, svc, stocking & delivery of goods to customers on est. route. Base+comm. Fax 818-765-0686

**SALES GENERAL MANAGER** and **SALES REP** for El Monte Eyewer Co. Exp. college, bilingual pref. Salary + comm. Fax res: 626-350-0978

**SALES** - Seeking ATM sales outside rep/locator. Commission only, set your own schedule. Call (866) 437-3462. WEB LA551221

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**NO EXPERIENCE**  
**NO PROBLEM**  
One of the Nation's most progressive auto dealers seeks up to highly motivated people  
**EARNING POTENTIAL**  
**\$100,000+**  
FULL TIME SALESPERSON RECEIVE:  
• Fantastic Earning Potential & Bonus Plan  
• Professional training  
• Health & Dental Plan  
• Vehicle Purchase Plan and much, much more  
We have contr training with a leading sales training co. to provide you with the trainin and confidence to be great success.  
**Interviews Two Days Only**  
Mon. Sept. 26 & Tues. Sept. 27  
9:00am-6:00pm  
**HARDIN**  
GMC Pontiac Buick Honda  
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Anaheim, CA. 92806  
No Phone Calls  
Dress for interview  
WEB LA526001

**SALES**  
**Biz Sales Agent**  
Costa Mesa  
Best Sales Job in Orange County. Great base floor opportunity to work for the fastest growing business brokerage in the nation. Large commissions on large sales will train. Re license req'd. Call Mike Cahill at 714-435-9550. Look at usbizcorp.com. **FNBC**  
**Web LA17770**

**Team**  
**Managing**  
Industry Leading C  
For Self-Motivated sales team of 6  
**If you are!**  
✓ A Role Model  
✓ Outgoing  
✓ Consistent  
✓ Reliable  
✓ Confident  
✓ Money Maker  
✓ Competitor

**Requirement**  
✓ 6 Passenger  
✓ Valid License  
✓ 21 years of experience  
**6 Hours**  
**\$900 - \$1200**  
**\*\*\* Extra**  
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**Full-Charge Bilingual Bookkeeper** Ownspot, Inc., a website solutions provider in Los Angeles, CA seeks Full-Charge Bilingual (Korean & English) Bookkeeper to record business transaction and company's business activities. Two (2) yrs. exp req'd. Email resume to ownspotjobs@yahoo.com

**BOOKKEEPER** wanted for a real estate mgmt company. (818) 901-8800; Fax: (818) 901-8877; wdcio@yahoo.com

**BOOKKEEPER-P/T 20-30hrs.**

Quickbooks exp. Brentwood area. Fax resume: 310-626-8002

**BOOKKEEPER, WLA Business Management Firm.** 2-3yrs exp. Datafation exp pref'd. Please send all inquiries to: mmliller@ags-la.com

**BOOKKEEPER, FULLCHARGE.** Min 3 yrs. exp. in textile/garment. Fax resume: 213-748-6555. jake@melrosehome.com

**BOOKKEEPER \*** for SFV CPA firm. OB & Mas 200 exp a plus. Fax resume to: 818-786-4271

**BOOKKEEPER** Must have QuickBooks & rest exp. LA Louisiana Restaurant. Call 323-309-7884

**BOOKKEEPER/ADMIN Asst** 3+ yrs exp in bkpg & gen off. Must know QuickBooks & Excel. Fax (818) 728-8401 or call Rudy (818) 728-8401

**For more Bookkeeping jobs, go to:**  
Los Angeles Times  
**careerbuilder**  
latimes.com/careerbuilder

**BUSINESS Development Analyst** (Torrance, CA) Evaluate/advice research/analyze operations performance, costs, pricing/promotion of products, and trends. MBA and related exp. Resumes: Essen Polymers, Inc., 21515 Hawthorne, #620, Torrance, CA 90503

**BUYER/COUNSELOR** cense required exp not nec salary comm. Great Opportunity! RPV Call Dave (310) 521-9500

**CABINET Company.** Established 25yrs seeking Cabinet Assemblers Good pay/benefits. Call Izelle 800-570-7336 x10

**CABINET.** High end custom cabinetry, own handtools, radius & veneer. WLA area 10 years exp. Call btwn 7:30am-3pm 310-680-1032

**CABINET/FINISH Shop** helper. Cabinet exp. Heavy lifting, standing. Good pay and benefits. Apply 8am-3pm 310-756-0170 Web LA484173

**CABINET Detail/Proj. Mgr.** min. 2 yrs exp. on cabinet veneer or cabinet vision. Call 818/252-5797. Fax res. 818/252-4898 WEB LA551224

**CABLE TV INSTALLERS \*** 20+ POSITIONS AVAILABLE. Digital & Data. No exp. nec. Will train. Must have own truck & valid CDL, reg. & ins. Background check & Drug test. L.A. & O.C. areas. Call 9-3 (714) 505-8722

**CABLE: Technicians.** Modem & Digital Technology. Truck/van req'd. Xint pay. Health benefits avail. 524-2478 760-403-6700. Long Beach/San Gabriel Valley Area.

**CABLE TV / HSD & Telephony INSTALLERS** - Chatsworth/ South Bay/San Gabriel Valley No exp. req. Need Own truck/van. \*PETER 310-864-7525

**CABLE TV.** Converter Recovery personnel. F/T. Own car req'd. Training provided. Commission average \$300-\$700/week. Call (310) 543-2951

**CABLE TECH INSTALLER.** HSD INSTALLER needed. Immediate openings. Own truck. All areas in Southern CA. Call 1-877-793-9348.

**CABLE-CATV** Installers for video and +1 in LA/O.C. area. Own truck & tools. 714-630-6174

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254-5931. NO PHONE CALLS PLEASE.  
**Web LA17775**

**Clerical**  
2 part time positions available immediately for office assistants to help and offer support services within a nurse staffing company. Great position to gain experience. Please fax resume to Heather at 323-951-1456 or e-mail hsnw@hnservices.com

**HRN SERVICES INC.**  
WEB LA529043

**Clerical**  
Typist needed for FT 24/7 text messaging service. Must be reliable, all shifts avail. Min 45 wpm. Bilingual a plus. Chat room experience preferred.

• Excellent Compensation  
• Bnfts avail./Pd Med & Dental  
• Pd Vac. and Sick  
• Exciting Korea Town loc.

3333 Wilshire Blvd  
between Vermont & Western  
Call 313-251-0049 for  
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Web LA484001

**CLERICAL**  
**Administrative Clerk**  
Salary Range: \$35-\$6K  
Seeking clerk/receptionist to support office staff by performing a variety of routine clerical duties - filing, answering phones, typing (55 wpm); must be computer literate and proficient with Microsoft Office Suite. Visit www.lomod.org or call 213-252-4256 for an application. Applications must be received by Oct. 21, 2005 at 5:00 p.m.  
Web LA566647

**CLERICAL**  
**Administrative Clerk**  
Salary Range: \$35-\$6K  
Seeking clerk/receptionist to support office staff by performing a variety of routine clerical duties - filing, answering phones, typing (55 wpm); must be computer literate and proficient with Microsoft Office Suite. Visit www.lomod.org or call 213-252-4256 for an application. Applications must be received by Oct. 21, 2005 at 5:00 p.m.  
Web LA566647

**CLERICAL**  
**Administrative Assistant**  
Growing Collection Agency based in Los Angeles seeks Administrative Assistant/Receptionist: interface with clients, route phone calls, light data entry, Load Client files into Host system, type 40+wpm, filing, mail pickup and dropoff, light 10 key, MS Word, Excel, PC skills. Salary DOE. Call 323 955-3000  
Web LA550008

**CLERICAL/ADMIN**  
**Office Admin**  
Costa Mesa, CA  
Business Brokerage. Great ground floor opportunity. General office tasks; phones, filing, data entry... Computer exp nec. Previous office exp req'd.  
Call Mike 714-435-9550  
FNB  
Web LA17769

**CLERICAL.** 2+ yrs ofc exp HR w/ADP. Must have good written & comm skills. Word & Excel. Type min 35 wpm. \$361 Alexander, LA 90040. Fax 323-837-2244

**CLERICAL - Med-Cal Screeners.** Hosp. setting Bilingual Span. a MUST. Will train. WLA or SF Valley Fax res 818-783-7186 Web LA581171

**CLERK/RECEPTIONIST** Min 2yr exp. Type 45wpm, 10key, comp exp. Heavy Filing, F/T Mon-Th 10hr day, West LA Fax resume 310-472-1872

**CLERICAL ASSISTANT.** Exp'd. Bilingual Spanish. HMO follow-ups. Whittier area. Excellent salary. Fax resume 562-943-8672

**CLERICAL:** See Display ad under "ADMINISTRATIVE" SELECT PERSONNEL

Compliance Supervisor to provide supervision and staff assistance to the external Prevailing Wage Compliance program. Reg. 4 yrs of exp performing duties related to equal opportunity and wage compliance investigation and enforcement and AA Degree from an accredited college or university with major coursework in business; public administration, sociology, or a related field required. Knowledge of compliance investigation and audit methods and practices, redevelopment process as it relates to the development and enforcement of external equal opportunity/affirmative action, wage compliance, and equal employment opportunity programs as well as construction industry and trade union practices. Posting/application and supplemental questionnaire on-line at www.craa.org. Send app, resume and supplemental questionnaire by October 13, 2005 to CRA/LA, Attn: HR, 354 S. Spring St., LA, CA 90013 AA/EOE. Web LA565739

**Compliance and Quality Manager** - Excel Express, LLC, an international freight forwarder in Carson, CA is seeking a Compliance Manager to oversee quality control activities, review/analyze/draft/negotiate all contractual agreements and ensure performance of terms. Minimum 4 years experience required. Bilingual Korean & English required. Email resume: exceljobs@yahoo.com

**Computer General Manager Network Operations & Engineering & Software Engineer (Software Developer)** J2EE, Unix, Oracle/database programming, & multi-dimensional technology. Los Angeles, CA. Apply at TelePacific Communications, jobs@telepacific.com or FAX to 213.225.3347 in re LC

**COMPUTER PROGRAMMERS**  
2 contractors/1 permanent.  
• Microsoft Visual studio .net  
• Microsoft SQL Server & database design  
• Web Design in .net  
Located N. Orange County. Email resume to: slw161@aol.com

**COMPUTER Information Analyst** for an IT consulting services co. Apply to Terri Hill, email in word format only to mh154@aapply.com or reference position: EDC-05. Sierra Systems Inc, 400 N. Continental Blvd., #300, El Segundo, CA 90245.

**COMPUTER.**  
Internet Web Hosting provider seeking experienced PHP programmer to join our dev team. 2+ years PHP exp req. SQL exp a plus. Email resume to careers@omnis.com

**\* Computer Technicians \***  
Fast paced L.A. IT co seeks highly motivated Field Svcs. Techs. A+ Cert req'd. Min 3 yrs exp. IBM, HP, Gateway & Apple. Web LA226197 Email: hr@areyones.com

**COMPUTER**  
Internet Web Hosting provider seeking customer service agents. Candidates Must have Internet exp and be fluent in written and spoken English. Email resume to hr@omnls.com

**Computer Software Engineer** for Expertech Solutions, Inc. Los Angeles, CA. Design & develop Java based rules for enterprise customizations & test in Java/J2EE environment. Fax Rajesh (323) 456-0405

**COMPUTER**  
**GIS SPECIALIST**  
OC Fire Authority  
\$3,981-\$5,366 EEO  
www.ocfa.org Cse 10/19 4576 6810

**COMPUTER Software Technician** Consultant to install & support MAS90/200. Exp. req. \$50-70hr/contract. Fax resume to 818-362-2425

**For more Computer jobs, go to:**  
Los Angeles Times  
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**\$3,293-\$4,203/month**  
**City of Monrovia**  
Install, upgrade & maintain dept. computer hardware & oper. system; perf. related clerical duties. Reg. H.S. grad. or equiv & 3 yrs. tech. exp. w/ personal comp. support & network. Call (626) 932-5516 for application.  
**City of Monrovia**  
415 S. Ivy Ave.  
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EOE-closes: Repeat Posting. May Close at any time  
Web site: cityofmonrovia.ca.us

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**MIS MANAGER**  
for Medical Group  
Applicants with Healthcare Background in computers preferred. EHR a plus. Excellent salary and benefits for this exciting opportunity. Resume, ref. and salary history to: Ruffini 4444 Magnolia Avenue, Riverside, CA 92501, Fax (951) 274-3111 or email: ruffini@csccorp.com  
Web LA53059

**COMPUTER/IT**  
**Network Systems Analyst**  
For business staffing/consulting co. MS&6mo exp; or BS&8-1yr exp. Send resume to CMD Mgmt Corp, 11010 E. Artesia Blvd., #200, Cerritos, CA 90703.  
Web LA17750

**COMPUTER.** Administer Win2003 network enterprise SQL & Access data base software. Technical support for desk top, data proc. & communications. Maintain all ofc equip. includ. tele. communications. Mail Resume: POB# 60018, Arcadia, CA 91066. Web LA511151

**CONSTRUCTION SUPERVISOR**  
for multiple projects, must have hands on experience in type I & V, and thorough knowledge of Building Construction Procedures. Civil Engg bkgd preferred. Fax resume to 323-254-3449.

**\*CONSTRUCTION\* LA & SFV**  
For public projects. Need:  
• Project Managers  
• Superintendents  
• Project Engineers  
• Administrative Asst.  
• Fax res 818-757-7272  
Web LA581162

**CONSTRUCTION**  
Project Manager Assistant - assist with maint of large electrical construction proj. 3+ yrs industry exp pref. Rsp'd to dsmth@sasco.com or fax 800-659-6786.

**CONST.** Commercial GC needs experienced:

**SUPERINTENDENTS**  
for LA & Orange County 10yrs min exp. Fax resume: 760-951-0784. Web LA569919

**\*CONSTRUCTION\***  
**\*SUPERINTENDENT\***  
Experienced, for WLA Apt. Bldg. Fax resume/salary requirements: 310-820-8080

**\*CONST. MGRS/SUPERS\***  
Cust. Westside Homes. Solid Exp. Responsible team player. Fax resume & sal req. 310-656-7907 Web LA566370

**CONSTRUCTION**  
**INSTALLERS - WINDOWS**  
Exp. Lic pref. Email resume: Call 310-466-6162

**CONSTR** Tractor Operator/Backhoe / Bobcat. Class A driver's lic. Also Concrete Laborer. Full benefits. Call 310-327-3454

**CONST.** Asst Super for Multi-Family proj in Pasadena. Must have 5 yrs exp in field. Lrg GC. Bnfts, Career Opty. Fax res (626) 356-9021

**CONSTR. TECHS**  
for security, audio/video, structured wiring, central vac. Fax: Sean 949/367-9371 or Call 949/289-4644

**CONSTRUCTION: Proj. Adm.**  
Asst. Exp'd. in lien notices, const. contracts & bkkeeping. Word & Excel a must. Fax resume to 323-254-3449.

**CONSTRUCTION**  
**Superintendent**  
Northridge \$36K-\$48K  
Self starter needed for projects. 50% hands on. 50% mgmt. Min. 3 yrs experience. Fluent in English & Spanish.  
818-625-0420 Geri  
Web LA17757

**CONSTRUCTION**  
**Equipment Operators, Electricians, Laborers,**  
Public works project. Certified traffic signal electricians, equipment operators, laborers 213-480-8401  
Web LA17786

**CONSTRUCTION - CREW**  
Exp'd. concrete crew needed for residential projects. First & second story additions. Foundations and flat work. Will consider lic. sub contractors or payroll crew. Hammerford Construction 11713 E. Washington Blvd. Whittier, CA 90606 (562) 698-0571

**CONST.** General Construc. Co. is seeking for exp'd. framers, drywallers, plumbers & electricians for new construction jobs. Should have tools & dependable & reliable transp. Send references & contact info by fax 818-990-0612 562-997-9048  
Call 1-866-550-4343

**CONSTRUCTION**  
Proj. Mgr./Field Super. Want strong builder & leader capable of running high profile & complex jobs. Min. 4 yrs. recent exp. Xint pay. network & comm. skills. Rest/comm/condo exp. a plus. Fax res. (323) 467-8327

**\*CONSTRUCTION SUPER.**  
OC GC seeks super w/10+ yrs. retail/comm'l ind exp. Req. creation of proj. sched. Strong written/verbal skills. Disciplined-maintain daily logs & cost controls. Xint bnfis. Fax res 949/251-1333

**CONSTRUCTION G.C.** has opening for Finish Carpenter. Must have own tools and transportation. Self-starter. Able to hang doors, do laminate, misc. woodwork. Fax resume to 909-305-2090 Web LA576547

**\*\*\*CONSTRUCTION\*\*\***  
Heavy Equipment Operators needed CAT Haul Trucks, Dozers, Excavators. Exp'd. CAT Mechanic also needed. \*Benefits\* Call: 909-625-5354

**CONSTRUCTION**  
• Cement Masons Wanted •  
Finishers, Formsetters, Curb & Gutter. Prevailing Wages Full Benefits. 323-771-0991

**CONSTRUCTION SUPERINTENDENTS** for new apartment construction. EXP NECES-SARY Salary DOE. Call Traci 818/994-8636 Web LA516995

**Construction Proj. Exec.** Healthcare. New Hospital. Min. 15yrs exp. in construction or architecture. Sal to \$155K. Fax res 818-385-0097

**CONSTR/REMODELERS**  
10-12 needed. Exp in Elec. Plumb, Carp, handyman svcs for LA/OC Cnty. 562-984-7890

**CONSTRUCTION Journeyman**, carpenter with tools/truck, extensive exp in concrete decks. WLA area. 818-974-4606/818-205-9000

**CONSTRUCTION.** All Positions. Concrete, framers, wireless techs, laborers & electricians. Good bnfis & pay. Fax res 818-255-0377

**CONSTRUCTION**  
**CONCRETE CONTRACTOR** or **PROJECT MANAGER** build retaining walls from drawings. 310-454-5239.

**CONSTRUCTION \$12-\$16/hr.** Wallpaper removal. Will train. Xint work history, detailed and ethics req. Xint resume 818.716.7263

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To advertise,  
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Los Angeles Times

\*Strong CPR and First Aid  
• 2-3 months duration for Night Shift

For more information and application procedure, call BE&K Construction at 661-524-3844. BE&K is an equal opportunity employer.  
Web LA598963

**CONSTRUCTION**  
**Proj. Mgr. / Superintendent**  
Min. 5yr Exp'r in Comm'l tenant Improv./Rstrnt Cnstr. Salary based on exp. Fax resumes (909) 627-3672  
Web LA17784

**CONSTRUCTION**  
**Commercial Door Division In**  
Search Of Shop Worker

CALPLY Door Systems - Las Vegas is in search of exp'd. shop workers. Commercial Door exp. mandatory. Benefit package includes health insurance & 401K. Fax resume to 702-644-0568 or email to: laddario@calply.com

**CONSTRUCTION.** Interstate Scaffolding is now hiring Looking for Journey Men & Apprentices for petrol chemical & new construction work. Must have current CA, ID work visa/green card & SSN. 340 W. Compton Blvd., Gardena, CA 90248. Ph: 310-538-9991 Fax 310-538-9992. Mon-Fri 7am-5pm

**CONSTRUCTION:** Project Manager, Project Engineer, Superintendent. Established South Bay Commercial General Contractor is looking for the best and the brightest. Competitive salary and benefits. Fax resume & salary req. to 310.640.2907  
Web LA551176

**CONSTRUCTION**  
**EXPERIENCED CONST. PROJ. MGR** for multiple projects, must have hands on exp. in type I & V, and thorough knowledge of Building Codes UBC & City of Los Angeles, Civil Engg bkgd pref'd. Fax res 323-254-3449

**CONSTRUCTION- Cold Storage Contractor** seeks:  
**\*FIELD SUPERVISOR\***  
Exp. Prof'l 2-3 yrs. Exp. Self-starter to supervise projects, Crews & liaison w/clients. Fax res & sal. to: 909.517.1885

**\* Const. Superintendent \***  
Establish'd. Thousand Oaks County GC seeking exp'd. looking for a field super. Ground up thru completion. Exp. req'd. Fax resume to 805-379-1794

**CONSTRUCTION.** Assistant for local Valley developer, FT. 5 yrs exp req'd, construction exp a +. Email resume & salary req to: cobent@scglocal.net

**CONSTR PROJECT MANAGER** (Not Superintendent) For I.E. Builder. Planning/Tract Development. Exp. req'd. Fax resume: 909-988-5122

**CONSTRUCTION CIVIL CONSTRUCTION SUPERVISORS, FOREMAN, FORM SETTERS & FINISHERS.** CALL 810-212-6378. Fax: 212-6379

**CONSTRUCTION Adm Asst.** MS Word, Excel a MUST. Assist Const Project Mgr on site. Res to 818 771-0114 info@selkostructures.com.

**\*CONSTRUCTION**  
Exper Only- Steel Stud Framers and Drywall Finishers with tools & transp. Call 661-286-3136. Web LA488414

**CONSTRUCTION**  
**EQUIPMENT OPERATOR** for grading Contractor 933 Lawrence St, Placentia, CA 714-632-9540

**CONSTRUCTION Job Site Super (2)** for General Contractor. Exp. in hotel/motel construction req'd. Travel req'd. Fax res: 520-888-4300

**CONSTRUCTION**  
**\* ROOFERS & WORKERS \***  
NEED IMMEDIATELY!  
Please call 323/864-1200

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must. Salary commensurate with experience. Please resumes to 213-622-5205; e-mail chume@ggnb.com

**CONSTRUCTION**  
**Project Manager/Estimator**  
CALPLY Door Systems - Vegas seeks a high level project manager & estimator. Exp. in commercial doors, frames & hardware mandatory. Competitive salary & commission v full benefit package. Please email your resume to: ario@calply.com or fax 702-644-0568

**CONSTRUCTION**  
**Project Manager & Superintendent**  
Need expert construction manager/superintendent for condo conversion project in Glendale. Minimum 5 years exp. in commercial remodeling / rehabilitation of garden-style multifamily complexes.  
Email: Resum Tony@cedarprop.co

**CONSTRUCTION**  
**Carpenter**  
Experienced Carpenter Steel Stud Framers & Hangers needed. Must have own tools and c. Please call 714-998-978  
Web LA17766

**CONSTRUCTION**  
**\* ELECTRICIANS \***  
Taking applications industrial electricians. Must have exp. in running conduits, terminations, G pay, benefits and job safety. Call 310/538-0232 fax resume: 310/538-0232 hchow@brinderson.cc

**CONSTRUCTION**  
**Carpenter & Leadmen** wanted. estab LA based non-union structural concrete contractor specializing in parking garages. Great pay & benefits. Email resume to: PDBOX 6 Orange, CA 92683

**CONSTR.**  
**Swimming Pool Installation Contract** Nat'l leading exercise mfr. Own trk/tools & lic. Factory training. I upto \$20K/mo. 800/7457 www.infinitepool.

**CONSTRUCTION: EXP ENCED CONSTRUCTION MATOR & BID EVALUATOR** capable of reading & evaluating quantity & negotiator. Type I & V, Engng bkgd preferred. Pl resume to 323-254-3449

**CONSTRUCTION: EXP ENCED CONST. SCHEDULOR** for multiple projects, capable of reading plans, thorough knowledge Primavera, Civil Engg I pref'd. Fax res 323-254-3449

**CONST. COMM. & RESIDENTIAL**  
**\*SUPERINTENDENT\***  
Spec. in T.L. offices, retail industrial. Benefits. Grt o 5yrs. Fax 310-559-92

**\*CONSTRUCTION Fuel Tech** with exp in tank removal. Upgrades & ref Great co. w/xint bnfts call Chuck 714/434-9999

**CONSTRUCTION.** Tear Person/Tile Setter He Must have truck. Pkgs 323-935-1269, Monday 6:30am-3:30pm

**Constr. \*CARPENTRY\***  
Interior Finish Wood S Installers. Must have i 714-638-8000

**CONST.** Asst Super for Family proj in Pasa area. 5yrs exp in field GC. Full bnfts, Career Fax resume: 626-356-90

**CONTROLLER:** mld public co; oversee acctg. mo. and closely acct analysis/reconstril with interfacer with auditor; help w/SEC lngs; MRP exp; CPA c Email resume: wwhi@tagitpacific.com

**CONTROLLER**  
Apparel exp w/strong ledger & computer req'd. Fax resume & history (213) 629-3545.

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**careerbuilder**  
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Automotive Classified  
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**ENGINEERING** Field Service Engineer, Los Angeles, CA (and surrounding metropolitan areas). Provides efficient service delivery to all accounts. Meet daily service needs and drive customer satisfaction. High service, excellent. Complete preventive maintenance on all medical imaging equipment and products; manage parts, cycle times and perform functional management inspections; keep tools and test equipment properly maintained and calibrated; meet Health and Human Services (HHS) and Environment Health and Safety (EHS) requirements. Maintain customer service, internal service records and manage vendors' service; delivery processes in compliance with quality control policies. Utilize escalation process to solve customer service delivery issues and conduct root cause analysis that will lead to effective problem solving. Participate in sales opportunities such as contract renewal and assist with promoting and implementing revenue programs. Work as a member of the local team to provide efficient service delivery to all accounts within the Los Angeles metropolitan area. Bachelor's degree or equivalent in Electronics Engineering or Electrical Engineering Technology and three years of related experience required. We will accept two years of university-level study plus three years of progressive experience as the equivalent to a U.S. Bachelor's degree or any suitable combination of education, training, and experience. Position is job-based and requires 50% travel throughout the Los Angeles metropolitan area. If interested, please go to [www.gecareers.com](http://www.gecareers.com) and search using Job #439137 to apply for this position. Equal opportunity employer. GE HEALTHCARE

**ENGINEERING** SOIL TECHNICIAN Irvine Office of Leighton & Assoc., a major player in the geotechnical engineering field, needs your skills to conduct field density & moisture testing, soil sampling, & prepare reports. Must be California Certified & have own vehicle for off-road use. Submit resume w/ salary history to Ref #05-36 e-mail to [hleighton@geocomp.com](mailto:hleighton@geocomp.com) HR Dept. 41715 Enterprise Circle, Northridge, CA 91329. Fax: 818-292-0771. [www.leightongeo.com](http://www.leightongeo.com) No phone calls: EOE M/F/D/V WEB LA531455

**ENGINEER - SOFTWARE** 360 Systems Broadcast Leading mfr. of video servers in Westlake Village seeks Senior SW Engineers to design new products. Requires C++ exp in embedded multi-threaded environment, 2 yrs with Linux, GUIs, drivers, video, IP, a plus. BS in CS or EE. Resume to [hrt@360systems.com](mailto:hrt@360systems.com)

**ENGINEERING** MANUFACTURING ENGINEER & VALIDATION ENGINEER See our ad under BIOTECH SkyPharma, Inc.

**ENGINEER-ENVIRONMENTAL** Entry Level. Prefer mechanical, environmental or civil or consulting firm in Vernon, CA. Fax 323-587-8132

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**ENGINEERING** Landscape Architect \$45,718 - \$66,227 (DOE) Manage consultant contracts & participate in project teams for planning, design & construction of large-scale, multi-objective Flood Control projects. Bachelor's degree in landscape architecture & 3 yrs exp in landscape architectural planning & design that includes development of large-scale public works projects. Registration as a professional landscape architect is preferred. Fax resume to: 602-506-1762

**Project Manager** \$52,208 - \$81,120 (DOE) Manage consultant contracts & project teams for planning, design & construction phases of flood control capital improvement projects. Requires a Bachelor's Degree in Civil Engineering, Planning, or related field; a minimum of 6 yrs. of related engineering experience & registration as a Professional Engineer, or ability to get registered within 6 months.

**Dam Safety Engineer** \$56,160 - \$71,614 (DOE) Manage consultant contracts & project teams for planning & design of dam restoration & replacement projects. Requires a Bachelor's Degree in Civil Engineering, 3 yrs. exp. in the field of dam safety or dam technology, & registration as a Professional Engineer in Arizona or ability to become registered within 6 months. Must have considerable knowledge in inspection of dams, dam instrumentation, planning & construction including design, construction project management, & community issues.

To apply on-line or request additional information please go to: [www.maricopa.gov](http://www.maricopa.gov) or contact Lawrence Vasquez, Human Resources Analyst at 602-506-1355 or e-mail at [lv@maricopa.gov](mailto:lv@maricopa.gov)

**ENGINEER** Web LA226178 Digital Mixed Signal Design Engineer Cameron Health, Inc., a start-up med. device co. in San Clemente, CA is creating the next generation implantable defibrillator. We are seeking an indiv. to develop the ASICs for an implantable defibrillator by assisting with design, verification, qualification and testing. Reqs: MSEE, digital & analog CMOS coursework, signal processing coursework, exp. with VHDL and Verilog HDL req'd. Email/Fax Resume: [cameronhealth.com](mailto:cameronhealth.com) Fax (949) 606-8340

**ENGINEERING** HUIIT-ZOLLARS CAD DRAFTERS Westlake Village office of ENR top 200 E/A firm has openings for CAD Drafters w/ min 5 yrs exp on land development projects using AutoCAD/LDD. Competitive bnfts. Apply @ [www.huilt-zollars.com](http://www.huilt-zollars.com), reference WL01. EOE

**ENGINEERING** ACAD Operators needed for Leading Fire & Life Safety contractor in downtown L.A. Several F/T positions are available. Entry level & experienced individuals. Please call (213) 745-6800 Ext. 604 Fax: (213) 745-6836.

**ENGINEERING** TECHS \$35-\$40K Req'd - One of the following: (1) BSME, or (2) ASME & 3+ yrs of related exp. Email [sfowler@spectrumlabs.com](mailto:sfowler@spectrumlabs.com).

**ENGINEER** for Structural Consulting Office (Tarzana). Min. 2 yrs exp. Prefer computer exp. Fax resume to: 818-668-8596

**ENGINEERING** PROJECT ENGINEER Whittier Filtration, Inc. is seeking a Project Engineer at our Santa Ana, CA facility. This position will perform detailed design engineering and project management for filtration systems. Duties include: Design of pressure vessels for filter systems; review drawings and approve for fabrication; sending drawing and engineering information to customers; prepare packages for quotation to purchase pressure vessels and other components; working in JB Edwards accounting system for tracking projects and purchases; performing product improvement analysis on each filter product; engineering of pressure vessels; experience with piping and structural design for filtration systems; working experience with JB Edwards a plus; knowledge of OSHA requirements and inspection of vessels and systems. Engineering degree in Chemical, Mechanical (or similar field) required, with a minimum of 4 years applicable experience (the fields of water treatment or fluid process equipment preferred). Company-paid relocation is available for applicable candidates. Whittier offers you competitive compensation and benefits package, along with a dynamic work environment. Please send your resume to: [vwscareers@veedwater.com](mailto:vwscareers@veedwater.com) enter the title (Project Engineer) and location (Santa Fe Springs) of the position in the subject line of the email. No phone calls please. Web LA461069 EOE/AA-M/F/D/V

**ENGINEERING** PCB Designer: Camarillo servo amplifier mfr. Must have min 2 yrs exp w/PADS/POWER PCB design. Must understand electronics. S/c elec deg a +1. Res: Attn PCB Designer [humanresources@a-m-c.com](mailto:humanresources@a-m-c.com) or fax 805-383-1838 Web LA154034

**ENGINEERING** HUIIT-ZOLLARS ENGINEERS DESIGNERS SURVEY DRAFTER Irvine office of ENR top 200 E/A firm seeks: **ENGINEERING DRAFTER/DESIGNER**: HS grad w/ min 5 yrs exp as drafter/designer for various projects. Reference 1003. **ENGINEER/INTERN**: Engineering college student needed part-time intern to work w/managers & project eng's. **CIVIL PE**: BSCE, CA PE w/min 5 yrs exp designing grading, paving street & utility projects. AutoCAD LDD proficient. Reference 10030. **RESIDENT ENG**: BSCE, CA PE w/ min 7 yrs exp in civil design & construction, market procedures incl doc control, field review, proj control, change orders & value eng. Reference 10031. **SURVEY MAPPING DRAFTER**: HS grad w/min 5 yrs exp producing survey mapping documents. Must be familiar w/ survey mapping products such as AETA surveys, legal descriptions, topo mapping. Reference 1005. **SR. DESIGNER**: HS grad w/ min 10 yrs exp designing for grading, utilities & roads for planned community. Proficiency in engineering design & competitive benefits. Apply @ [www.huilt-zollars.com](http://www.huilt-zollars.com)

**ENGINEERING** MECHANICAL ENGINEER Solar mfg seeks hands on Sr. Mechanical Engineer. Ideal candidate has 7+ yrs experience in mfg, troubleshooting and designing process improvements. Exp in wire slicing technology a plus. Send or fax resume: Sanyo Solar 970 E. 236th St. Carson, CA 90745 Fax 310-834-1539

**ENGINEER** INSTRUMENTATION The Sanitation Districts of L.A., a non-civil service and agency is accepting resumes from exp'd instrumentation eng'rs for design proj's & contract admin for power gen facilities, wastewater treatment plants, pumping stations & landfill proj's. Res: a BSCE from an accredited univ. + substantial exp in process controls, incl programming of Allen-Bradley PLCs; development of P&IDs & loop diagrams. \$5453 - \$7550/mo dep on quals, plus retire @ age 55 w/ 5 yrs service, no soc sec deducted. Promo to \$8885/mo + EOE. Req for higher \$.

As an EOE, we encourage qualified women/minority candidates to apply. Send resume to: San Dist of L.A., HR Ad-IE, Box 4998, Whittier, CA 90607. Web LA484724

**ENGR** Sr. Telecommunications Software Engineer L.A. CA MS-Comp. Sch. of related field + 2 yr exp in job or as comp/rch engr. Design telecommunications network, switch, network system & dvp. Integrated vied added service intratg. w/GSM/GPRS/PS/TN signal protocol. Participate in requirement gathering, architecture & system design, design review, & code review; project coordination & its related activity; develop software system test g & perform system analysis & telecom industry stds identify & resolve s/ware system problem-site for customr. Req'd skills: GSM Signal protocol & SS7-ITU-T/ETSI ANSI telecommunication stds, SS7, GSM, SIGTRAN, UMTS, 3GPP, C/C++, Java, XML, Linux/UNIX & window operating system; Protocol simulation & test g; OoC design, UML & s/ware devt lifecycle. Send resume to HR Manager, Lotus Interworks, Inc., Ste. 200, 11833 Mississippi Ave, L.A., CA 90025

**ENGINEERING** Engineered Wood (EWP) Technical Manager Riverside Seeking team player who is proficient in AutoCAD and sizing programs with knowledge in EWP and Multi-family/Residential Building Envelope to professionally run and manage a technical drafting department. Power Building System Web LA17712

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Fax 949/767-5903

**Administrative Assistant**  
Construction Co. seeks an Admin Asst. to provide clerical support in our LA Office. Min. of 2 yrs office experience is req'd, w/ advanced English and proofreading skills, proficiency in Word and Excel. Fax resume @ 310-317-8448 or e-mail to: iseran@southwestengineering.net  
Web LA550013

**ADMIN. ASSISTANT/TRAINER**  
Bilingual Eng./Vietnamese Non-Profit Org. is looking for an AA/Trainer for people w/ disabilities. Computer Lit. and Clerical Skills Req'd. Email resumes to fbadiy@lifestepsfoundation.org or fax (310) 301-7004.

**Administrative Assistant** / Provide administrative support in language school in Korean Community. 2yr exp or related. Resume: Wilshire Language School @ 3200 Wilshire Bl., #1201, LA, CA 90010

**ADMIN/PR** Really grt position in Pac Palisades. Will train, develop and reward. Xint typing skills at. Call: 310-454-0317. Web LA588604

**ADMIN ASST/RECEPT PT**  
phones & computer req. 2 yrs exp. Coll. degree pref. Chatsworth ph 818-407-4890 x102 Web LA581172

**ADMINISTRATIVE ASST.**  
Proficient in MS Office & well organized. Const. office exp. at. Fax resume: 254-3449, Attn: Design Dept.

**ADMINISTRATIVE**  
**The Westin Bonaventure Hotel & Suites seeks:**  
Sr. Admin Coord. to the Dir. of Sales & Mktg. Apply in person at: 4045 S. Figueroa St., LA, CA 90071 (Mon or Wed: 9am - 4pm) www.ihrc.com Fax: 213 612 4849 EOE/DFW/V Web LA566728

**ADMIN./CORPORATE SERVICE ASST.**  
Comm'l RE brokerage firm. 3-5 yrs office exp req. Xint. Org skills, prof appearance. Multi-tasker, self starter w/ comp exp req. MS, OFC, Excel, PwrPt, Photoshop. Fax res. Attn: Bennett 818-905-2425

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Keep up to 50 jobs organized. Order materials, P.O. processing

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**ADMIN. COORDINATOR - P/T**  
for Int'l bus. Must be organized; good computer skills; verbal & bus. comm. sks & be self-sufficient. Work from your home. Fax resume to: (310) 347-4403

**ADMIN/EXEC ASST/SECTY**  
Presentable, charming, Front desk appear. Writing skills. Ofc, HR and BA pref. Fax resume: 310-207-6621

**ADMIN ASST Medical admin.**  
ofc. Exp'd. 45wpm, faxing, data entry. \$38k. Malibu. Fax: 310-455-5318 or employmentmedra@aol.com

**ADMINISTRATIVE ASST.**  
for fast paced company in Chatsworth. Fax resume to: 818-998-0595

**ADMIN - OFFICE MANAGER**  
Small fast growing co. seeks detailed, multi-tasked mgr. w/min 3-5 yrs exp setting up admin, clerical and operation systems in const. ofc. Prof. in Word, Excel, PwrPt, Outlook, QuickBooks. Written comm. skills a must. Degree req. Fax resume to: 323-722-1958. WEBA577057

**ADMINISTRATIVE ASST.** LA area leader in providing legal support assistance to law firms needs detail-oriented individual with strong communication skills. Starting pay \$10/hr DOE. Fax resume: 818-450-3182 or call 818-550-2770

**ADMIN SR. EXEC. ASST Arch Firm**  
seeks Sr. Exec. Asst. 3 yrs Exp. Verb/writ Eng. Motiv. tm. plyr. Strong problem solving skills. Thrifted desirable org. Word, Excel, Sal. Neg. Xint health benefits. Email res: rzamor@mcfchan.com

**ADMINISTRATIVE P/T**  
Staff Asst. College Counselor. Irvine/Diamond Bar offices. Exp. pref'd. Scheduling appts, phones, etc. Email: niep1@aol.com  
Irvine Fax: 949-833-7849 DB Fax: 909-843-6333

**ADMINISTRATION**  
\*PROJECT COORDINATOR\* Florence Firestone Chamber of Commerce. \$12-\$15/hr. 25-35hr/wk. Bilingual. Acc'tg & PR exp. Fax: 323-589-4224. 1400 E. Florence, LA, CA 90001

**ADMINISTRATIVE FT ASST**  
Mon-Fri, 9-5. Good on phones. Will train. Call 310-548-6700

**ADMINISTRATIVE Business Admin.** Strong AP/AR & computer skills req'd. Construction background a plus. Fax resume to: 818-222-7996

**ADMIN / OFFICE / PERSONAL ASST.** Luxury Exe. Ste in Brentwd. Friendly & exp. Ste in Brentwd. Some exp req'd. FT. Fax: 310-312-4895. \$10-12/hr.

**ADMINISTRATIVE ASST**  
W. LA Devel. Office needs organ. person to perform daily tasks for owner. Fax resume (310) 643-7566

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**ALARM Installation Manager/Service/Helper**  
Los Angeles County Sinc Co. seeking person for Fire Alarms, Security & Wiring. Exp. preferred, but will train. Fax 909-444-9621 Web LA569972

**ALARM DISPATCHERS**  
Immediate Openings, all shifts. Exp preferred. 818-765-2385 x105

**ANALYST**  
Community Development Commission  
Administrative Analyst II Admin. Services Division II \$3609-\$4288 Per Month Develop written drafts & provide editorial assistance for analyses and justification reports. Edu/training or exp. equivalent to a bachelor's degree in Liberal Arts or a rel. field. MS-Word, Word and Excel req'd. Working knowledge of Access and PeopleSoft Financials is highly desired. Job #0010131. Open until filled. 2 Coral Circle, Monterey Park, CA 91755. (323) 890-7326/TDD/TTY: (323) 890-8583. EOE www.lacdc.org Web LA530604

★ APT. MAINT. TECH ★  
Exp req'd for W. Covina Apt. Rehab. skills needed, A/C a+ Fax Resume: 818-337-7104

**ARCHITECT**  
**ARQUITECTONICA**  
in LA seeks Project Architects, Managers & Construction Specialists. Must have 8-10 years experience, professional registration, xint technical skills. We are working on high end US & abroad. Submit your resume to: jsdupac@arquitectonica.com or fax resume to 213-895-7808 EOE

**ARCHITECTS**  
**GMP ARCHITECTS**  
Seeking qualified: PROJECT MANAGER

Exp'd in high density resid'l. AutoCAD & xint commun skills. Complete compensation and bnfts pkg. Fax: 310-396-6441

**ARCHITECTURE: CAD DRAFTER**  
W/S yrs. Arch Drafting on AutoCAD v.2000 or higher. Const. knowledge at. Fax resume (323) 254-3449; attn: Design Dept.

**ARCH & ENG East side AE**  
Firm seeking Job Cptn/CAE 5Yrs Exp. CAD Drafter 3 yrs Exp. M.E.P. Engineers 3 yrs Exp. Fax to: 909-396-8169

**Architecture**  
Exp. AutoCAD/Architect, Graphic, Web Designer, Pacific Coast Construction Fax 323.660.4746

**ARCHIT PROJ EXEC Health-**  
care. See ad today under CONSTRUCTION 818-385-0097

**Lead. CA Lic. & min 5**  
years exp in planning and design of parking struct req'd. Grt slry and benefits. Send resume to info@owengroup.com Owen Group, Irvine Web LA17791

**Architect Interiors**  
**HIGH-END CUSTOM ESTATES**  
Sr. Int. Des./Proj. Mgr. manage multiple proj., coord. Procurement, vendors, subs, suppliers. 8 yrs. Min. exp. Strong des. sense. Sr. Int. Des. - Org. skills, procurement, free-hand sketches & AutoCAD pref. travel. Email resumes to: Rzamora@mcfchan.com

**ARCHITECT**  
RBB Architects, Inc. has opening for a Job Captain in LA. Resume with salary history: 10980 Wilshire Bl., LA, CA 90024 Attn: Employment ofc. www.rbbinc.com

**ARCHITECT** Oakland A/E firm seeks Proj Architect & Designer w/ Federal & Indust project exp. Send resume to: TransSystems 180 Grand Ave #400, Oakland, CA 94612

**Arch Proj. Mgr./Job Cap**  
Autocad 2005 cklugetr@klugerarchitects.com

**ARCHITECTURAL JOB.**  
CAPTAIN Min 2yrs Autocad, type V, high end custom residential firm in Manhattan Beach. Fax: 310-318-9400

If you are a high professional, we're for you. Please, Keara Becerra 310/ for an interview.

**AUTO SALE**  
Exp'd Sales Person  
Excellent Comm  
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**SERVICE ADVIS**  
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**AUTOMOTIVE**  
★ **ASM** ★  
Strong ASM become Ma New owner of Bever Ford wants to give a ASM the shot he's looki Call: Neil Okun 310-27

**AUTOMOTIVE**  
★ **SALES MANAGER**  
New owner of Bever Ford is looking for player. Call: Neil Okun 276-3673 The right p

★ **AUTO MECHANIC/TECH.** Rare opening. sive location. Prefer A Xint pay/work env. Benefits. Brian 310-47

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**careerbuild**  
latimes.com/careerbu

**ADMINISTRATIVE**  
**100's AND 100's OF OPENINGS!!!**  
The Nation's Largest Mortgage Co. needs sharp candidates looking to break into the mortgage/banking industry. We will train! Positions pay up to \$16/hr. Various AM and PM shifts available. **Current openings:**

- ♦ LOAN FUNDERS
- ♦ LOAN AUDITORS
- ♦ LOAN PURCHASERS
- ♦ CUSTOMER SERVICE
- ♦ FUNDING ASSISTANTS

College grad pref'd, but not required. Entry level candidates encouraged to apply. Positions located in West Hills, Simi Valley, Westlake Village & Agoura. Apply on line at: [www.selectpersonnel.com](http://www.selectpersonnel.com) or call: 1-877-321-JOBS to locate the office nearest you.

**Select PERSONNEL SERVICES**  
GIVING THE EXTRA MILE

## ACCOUNTING

Southern California Water Company has excellent opportunities in San Jose, CA. SCWC is a subsidiary of American Water Company. American Water Company is an investor-owned water utility publicly traded on the New York Stock Exchange.

## Tax Specialist II Job Code TS79

Bachelor's degree in Business, Accounting or related discipline. Four years of experience performing corporate tax and accounting work, including two years demonstrating FAS 109 tax accounting skills. Knowledge of business tax compliance, with a focus on federal and state corporate income tax compliance (including consolidation/combinations); proficiency with tax-preparation software, including import functions. Utility experience preferred. Proficiency in Microsoft applications; advanced Excel skills preferred.

## Tax Supervisor Job Code TS78

Bachelor's degree in Business, Accounting or related discipline. Master's degree in tax preferred. Six years of experience performing complex corporate tax and accounting work, including demonstrating strong FAS 109 tax accounting skills. Knowledge of business tax compliance, including federal and multi-state corporate income tax compliance (including consolidation/combinations) that involves preparation and review. Experience in tax controversy work. Utility experience preferred. Proficiency in Microsoft applications; advanced Excel skills preferred. Two years of supervisory experience in tax.

## FOR COMPLETE JOB DESCRIPTIONS, PLEASE VISIT

[www.as.water.com](http://www.as.water.com)

Mail/Fax or email resume and salary history, including job code to: Human Resources Dept., P.O. Box 9016, San Dimas, CA 91773. Fax (909) 305-2422, email: [hr@as.water.com](mailto:hr@as.water.com)

WEB 450300

**Southern California WATER COMPANY**  
A subsidiary of American Water Company

EOE

## ACCOUNTANT/PUBLIC

Growing Pasadena-based CPA firm seeking PT/FT professional. Min. 2 years public accounting exp. Strong computer skills & construction/mfr industry exp. Res. to: [spjorkystadrosenfeld@yahoo.com](mailto:spjorkystadrosenfeld@yahoo.com)

Web LA5484141

## ACTIVISM

**CAMPAIGN JOBS**  
Fight Bush Agenda  
ET/PT - \$1500-\$2500/mo.  
Ext: 310-441-1712

## STRATIVE

## SERVICE ADMIN

SS leader seeks Service Administrator to assist service manager run fast paced service department. Must have experience in maintaining inventory, scheduling and invoicing. Excellent customer service a MUST. Please fax resume to 310-559-2319 or call 310-559-9949 for Mr. Saunders. Web LA576514

## ADMINISTRATIVE

## OFFICE TEAM

**The Benefits Are Clear**  
Our exceptional benefits, high pay & assignments make for a winning package.

**Sr. Executive Assistant**  
to \$22/hr  
**Admin Assistant**  
to \$18/hr  
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Assistant to \$16/hr  
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Receptionist  
to \$13/hr  
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Call Today, EOE  
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Glendale...818-550-0910  
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562-908-1828  
LAX...310-643-4591  
Long Beach  
562-436-0527  
DTLA...213-629-1589  
Westwood  
310-209-6811  
Woodland Hills  
818-703-8818  
Torrance  
310-768-8098  
700 N. Central  
Glendale, CA 91203  
Apply@officeteam.com

## Administrative

Data Entry Technician apply with a growing, profitable tax development co. interfacing with all levels in the co., incumbent will update & maintain the primary database as well as research & verify candidate comments for all testing pro. Incumbent must have efficient & accurate typing abilities, good common sense, skills, and be capable of multi-tasking and contributing as a dependable team member. This position, based in Burbank, requires command of Microsoft Word, Excel and various database formats. This position offers a comp. sal. incentive compensation, and a very generous bnfts pkg. Pls send resume with salary history to [gina@nslr.com](mailto:gina@nslr.com) WEB LA551253

## ADMIN

A Burbank-based pre media and printing company is seeking Billing Administrator to create pre-invoices and obtain purchase orders from customers. Candidates should be outgoing, detail-oriented, organized, and assertive. Compensation \$14-16/hr.

Fax resume & cover letter to:  
818-565-9390  
WEB LA551234

## ADMIN.

## EXECUTIVE ASSISTANT

Corporate office for nat'l healthcare org. located in California has an immediate opening for an exp'd exec. asst. for one of its officers. Must be detail oriented and able to multi-task, prof'l, computer literate. Ability to work independently, multiple responsibilities daily. Job description will vary daily. Great work enviro., hours & bnfts. Email resume to [painnetjanis@aol.com](mailto:painnetjanis@aol.com) or fax resume to 877-250-7246

## ADMINISTRATION

**★ EXECUTIVE ASSISTANT ★**  
F/T. HS diploma or GED; 5 yrs exp as support staff or exec mgmt; exclnt. comm. skills; proficient in Microsoft Suite; acts as an exec. asst. to the COO & CFO. Fax res: 310-202-2196 or email to: [melizlou@yahoo.com](mailto:melizlou@yahoo.com) [tenchhealth.com](mailto:tenchhealth.com)

## ADMINISTRATION

## Assistant to the Vice President of Institutional Advancement

The Autry National Center seeks an assistant to provide administrative and organizational support. Must have a Bachelor's degree with three years of experience. Past nonprofit Development/Advancement Department experience helpful. Computer literacy and working knowledge of MS Word, MS Excel, and PowerPoint is necessary. Strong verbal and written communication skills required. Must be detail oriented and have exceptional organizational and customer service skills. The ability to facilitate a busy workload and manage multiple tasks is a necessity; experience in fund-raising project management highly desirable.

To apply, please mail or e-mail your resume, letter of interest and salary history to: Valerie Nelson, Human Resources, Autry National Center, 4700 Western Heritage Way, Los Angeles, CA 90027-1462. E-mail: [valnelson@autrynationalcenter.org](mailto:valnelson@autrynationalcenter.org) The Autry National Center is an Equal Opportunity Employer Web LA484210

## ADMINISTRATIVE

## CITY OF BEVERLY HILLS

## ADMIN. SECRETARY

## CITY MANAGER'S OFFICE

\$3554-\$4385/mo. + xint benefit package.

Performs highly responsible, confidential and complex secretarial and admin duties for a dept head or a City exec. Req'd a HS diploma or equiv supplemented by specialized secretarial courses and 4 yrs of increasingly responsible secretarial and clerical exp incl typ exp comparable to an advanced clerical pos. A typing cert., issued within the last 12 mos from an employment agency or adult school (on-line typing tests will not be accepted) and verifying a minimum speed of 50-60 wpm (speeding net, adjusted or corrected speed) must be attached to your City Appl. Apply by: Open Until Filled. Apps and job bulletins are available at [www.beverlyhills.org](http://www.beverlyhills.org). City of Beverly Hills, 220 Rexford Dr., #210, Bev Hills, CA 90210. 310.285.1071. EOE

## Administrative

Options State Preschool seeks Enrollment Specialist w/ 12 business/secretarial units & 1 yr. exp. secretarial units & 1 yr. exp. working w/ children or parents or 1 yr. office exp. Must type 35 wpm. Good written/oral communication skills & CLD w/ proof of liability insurance req'd. Bilingual Spanish/Mandarin, Cantonese & computer literacy pref'd. \$2337/mo. + bnfts. Send cvr ltr & resume to 18455 E. Railroad Street, City of Industry, CA 91748 or fax (626) 854-3458, for app call (626) 854-4449. [www.optionsccs.com](http://www.optionsccs.com) EOE/M/F/V/H Web LA484193

## ADMIN-CLERICAL

## Office Manager

Seasoned Administrator to run a private office and interface with CEO and staff. Excellent communications, organizational, bookkeeping and computer skills including Excel, Word, Outlook, Great Plains, Quicken. Fax 310-277-0677 Web LA17763

## Admin Asst/Receptionist

Privately owned Country Club in the SGV is seeking a FT Reptnnt/Admin Asst. Must be a person prsn, proficient in Microsoft Office, Word/able to handle hvy phn volume. Knwldg of Print Shop and Priority Club System Software a+.

E-mail res: [evillanueva@san gabrielcc.com](mailto:evillanueva@san gabrielcc.com) or apply M-F 10am-4pm, Sat 10am-2pm, at San

## Advertising Project Planner

Western Federal Credit Union seeks an Advertising Project Planner for its Torrance office. Leads creative team to ensure production of mktg materials & promote concepts are completed on schedule & w/in budget. Req's strong initiative, xint comm & proj mgmt skills, attn to detail, 3-5 yrs related exp, degree pref'd. Hlth pkg, 401k/pension, gym, vac/sk/holiday tuition asst. EOE. Resume to [hr@western.org](mailto:hr@western.org) or fax 310.381.2108.

## AEROSPACE MFR. QUALITY ENGINEER

Cast parts a foundry co. currently has an immediate opening for a Quality Engineer. Exp'd. ASQ Certified Quality Assurance Engineer we are seeking must have a min of 4 years experience in an Engineering/QA environment with a focus on customer needs and requirements and a thorough knowledge of the following areas: ISO 9002, ANSI Y14.5, project management, quality systems and practices, continuous improvement skills, statistical applications, product & process control, measurement systems & quality planning. Must be an exp'd individual with a background super alloys, stainless steel investment castings & welded products. Exp. in aerospace mfg. and/or repair of products a must. Please apply in person or mail/FAX resume: Patricia Hester, HR, 16800 Chestnut St., Suite 100, City of Industry, CA 91748 Fax: (909) 869-7354 EOE CFI

## CST PARTS

[www.cfi.pac.com](http://www.cfi.pac.com)

## AEROSPACE Calibration/Metrology Technician

Aerospace Co. is seeking entry level person for calibration of measuring tools and logistics support to facilitate third party calibration in the LAX area. Must have mechanical aptitude, Aviation Exp. a plus. Must be a legal resident of the U.S. with own transportation. Send resume to 901-547-2410 or [careers@memphisgrp.com](mailto:careers@memphisgrp.com).

Web LA17726

## AIR CONDITIONING TECHS

## \$10K SIGN-ON BONUS!

\$75K - \$80K/yr. Xint bene, 401K, paid vac. Work in your area. Apply in person: 500 N Brand Bl., #1210 Glendale, 91203 or Call: 800/997-9466

## AIR COND.

Web LA154028 Exp'd AC svc tech needed in Van Nuys. Clean Driving Record, own tools, own transportation. Send resume to 901-547-2410 or [careers@memphisgrp.com](mailto:careers@memphisgrp.com)

## AIR COND. / HVAC TECH

Exp'd. for opt. maintenance. Pref. cert. & familiar w/heat pumps. Fax res: 818-769-6119

## AIR CONDITIONING

For Prop. Mgmt., A/C, Appl., with Heating Experience. Call 323-937-1050

## Air Conditioning

Installers & Service Tech. Comm'l/Resid'l. Exp'd full bnfts 40 hours/week. Call 818-781-9780

## AIRCRAFT

**Avionics Installation Tech**  
Min. 3 yrs General Aviation avionics installation exp. req'd. Dynamic co loc in the Pacific Northwest. Competitive pay & full bnfts avail. Forward resume: [riot2@hillsboroaviation.com](mailto:riot2@hillsboroaviation.com) or fax to 503-726-3059.

## Aircraft Technician

Min. 3yrs General Aviation exp. & A&P certificate req'd. Dynamic co located in the Pacific Northwest. Competitive pay/full bnfts avail. Forward resume: [riot2@hillsboroaviation.com](mailto:riot2@hillsboroaviation.com) or fax to 503-726-3059.

## Aircraft Refueler

Van Nuys Airport 6am-2pm Comp. incentives & benefits Exp. Req'd. Res. to: [cskytrails.com](mailto:cskytrails.com)

## APARTMENT MGMT TEAM

In desirable Santa Clara Valley location in San Francisco Bay area. Beautiful 200-unit community. Looking for a team, both F/T, one with strong apt exp, xint comm, computer & comm skills, the other w/ maint exp. Xint salary, deluxe apt onsite, bonus & bnfts. No pets Fax resume to 650-961-0571 WEB LA513550

**APT MGMT.** FT Housekeeper/ Porter needed for Central dntn Sr Apt Bldg. Heavy cleaning of common areas & vacant apts. Bnfts incl health ins. Fax request for appl 323-258-1126 EOE.

**APT. ON-SITE ASST. MGR./ADMINISTRATIVE.** For 100+ unit complex in Hollywood area. Must be experienced in collection, leasing & maintenance. Fax resume to: 818-988-5636

**APT MGR.** Motivated Mgmt Team w/ maint & admin skills required for 89 unit senior citizens apt. complex. Hlth exp a +. Xint salary, Free rent & utilities. Fax res 818-995-0880

**APT. Mgmt.** Qual. Maint Tech & Site Mgr Maint s/h exp in Tax Credit. Fax res to 310-282-7191 or email: [irmiaofc@yahoo.com](mailto:irmiaofc@yahoo.com)

**APT. MGMT TEAM** w/exp. for 100U in Canyon Country. Must speak Eng & Span. Gd w/people. Fax resume to 818-222-8107 or call 818-222-2800 ext 213

**APT:** Sea Castle seeks exp porter for 178 u. apt community in Santa Monica. email [aturlakj@alresco.com](mailto:aturlakj@alresco.com) or fax 310-917-1178.

## APT MANAGER

Prop. Mgmt. co. looking for residential MGR. for 100 u. apts in Inland Empire. 2yrs exp. Call Sofia 909-910-1636

**APT MANAGER** - Prop. Mgmt. co. seeks residential MGR. for 50-150+ units in Palmdale/Lancaster. 2yrs exp. a MUST. Call Lois 661-317-0349

## APT MANAGEMENT TEAM

On Site. 36U Brentwd. Apt + Mgr. for 100 u. apts in Inland Empire. 2yrs exp. a MUST. Call Lois 661-317-0349

**\*APARTMENT MANAGER\***  
Lrg. Mobile Home Park. Req. 4 yrs. exp. Near 605/60 fwy. Sal. + HSG. Fax resume (714)480-1133

**APARTMENT Maintenance**  
Need exp. in gen. plumb, elect & maint. SAL + HSG. Prop. Near 605/60 fwy. Fax resume (714)480-1133

**\*APT MAINT TECH 193U.**  
Immed Opening MUST have exp. Must have own tools.

**\*PORTER** - hardworker. Salary nego. s. 909-986-7714

## ARCH

## \*RACHLIN ARCHITECTS\*

Growing Culver City firm seeks Registered Architect for Project Manager - Senior Architect position. 15 years exp. in Educational/Institutional projects. Responsibilities will include client contact, management of design and production and managing multiple projects simultaneously. Must be proficient in AutoCAD & able to communicate effectively both verbally and in written form, and must possess the ability to work in a team environment. Email resume to: [acatl@rachlinarchitects.com](mailto:acatl@rachlinarchitects.com)

## Architectural Designer

Determine reas. of structures, urban designs & site plans. Prep. schematic & final design using 3-D Studio, Form-Z & Quark Express. Prep. scale drawings using AutoCAD & Microstation. Req: Master's in Architecture, 40 hr/wk. Job Interview Site: LA, CA. Fax resume to: Jennifer Ryan, Arquitectonica Int'l Corp., at 213-895-7808 or email to: [jryan@arquitectonica.com](mailto:jryan@arquitectonica.com)

## ARCHITECT

Dynamic OC Architectural Firm seeks qualified Project Architects & CAD Ops. Exp. in off. industrial tilt-up &/or entertainment projects preferred. Offering competitive pay & bnfts & a great working environment. Fax cover sheet & res: 949/

## ARCHITECTURE

## CO Architects

(formerly Anshen + Allen LA)

is seeking architects for work on prestigious Academic and Institutional projects in the following positions:

## • Sr. Construction Administrator

Skilled in on-site field representation & working w/proj. & const. teams with a bid/lets should possess relevant exp. in healthcare & academic proj. types. Min. 10 yrs. exp. req.

## • Medical Planner/Healthcare Architect

To support ongoing and new healthcare projects. Candidates should possess relevant planning exp. with large scale acute care facilities (preferably in California). Req. 6-8+ yrs exp.

## • Intermediate to Senior Design Architects

Architects w/4 - 12 yrs exp. w/a generalist's interest in the design concept, project and detailed design, and design development.

## • Draft Persons

5-20 yrs exp. working in Type I bldgs. and Const. Administration. Exp. working in teams, ACAD and CDS. Resume: [skelsey@coarchitects.com](mailto:skelsey@coarchitects.com) or fax to 323.525.0955 WEB LA577066

## ARCHITECTURE

## Architectural CAD Drafter

Marina del Rey

Cunningham Group Architecture, P.A. seeks Architectural CAD drafters with 3 to 10 years experience to work under the supervision of senior technicians and project architects. Associate degree from a technical college or earned credits towards a Bachelor degree in Architecture from a college or university that is accredited by the NCARB desired. Salary commensurate with experience and benefits package. Resumes to: Julie Lang, Cunningham Group Architecture, P.A. e-mail: [jlange@cunninghamgroup.com](mailto:jlange@cunninghamgroup.com) or call: 612-375-4400. Cunningham Group is an Equal Opportunity Employer. [www.cunningham.com](http://www.cunningham.com) Cunningham Group Architecture, P.A. Web LA17771

## ARCHITECTURAL

## Newport Beach design firm

specializing in interior & custom residential projects is soliciting resumes from enthusiastic self-starting individuals with xint comm/computer skills. (AutoCAD) a min of yrs of related work exp. req'd. but not req'd. This is an extraordinary opportunity for a young professional looking for a challenge. Terms of employment are negotiable. Initial phone interview. Res. to: Arthur Valdes Co, Inc 15 Corporate Plaza #125, Newport Beach, CA 92660 or email: [AVCdesign@msn.com](mailto:AVCdesign@msn.com)

## ARCHITECTURAL

## Project Manager

Provide cost estimation, budgeting/quality assurance for projects. Prep structure specs. Review design docs. Consult w/ clients/conduct constructability reviews. Ensure compliance w/ plans/specs. Prep scale drawings. Req: Master's in Arch/CA Arch. F.T. Job/Interview site: Wilmington, CA. Email: [resumes@pinnacleone.com](mailto:resumes@pinnacleone.com) EOE.

## ARCHITECT

## Principal Architect

People for the Planet

## ARCHITECTURE

## HMC ARCHITECTS

Our 10 offices in California & Nevada include many creative and talented people. But we need more - more dynamic personalities like you, whose stock in trade is client-driven leadership, design excellence, unabashed attention to detail, and professionalism. We strongly value a positive team spirit & our people clearly make the difference.

"Listen I Think I Work I Create" exemplifies the balance of our methodology. You are a dedicated Sr. PM, Sr. Const Admin, PM, Proj. Leader, Job Capt., or Designer. With even more people like you on board, we will continue to successfully meet the needs of a long standing client base, a well as that of a growing list of K-12, univ., healthcare, and gov. clients. Choose your destination: Ontario, Irvine, Pasadena, Sacramento, San Diego, Las Vegas, or Reno. Join us and love your job again!

Inquire or Fax resume: [www.hmcarchitects.com](http://www.hmcarchitects.com) (909) 945-6823, EOE WEB LA530228

## ARCHITECTURAL

## Prestigious downtown firm seeks qualified professionals for domestic and international projects

Arch. degree required. EOI

## \*SR. PROJECT ARCHITECT\*

Min. 7-10 yrs. exp. or large Type I projects. May need to travel overseas.

## \*PROJECT ARCHITECTS\*

Min. 5 to 7 yrs. exp. or large Type I projects.

## \*JOB CAPTAIN\*

Min. 3-5 yrs. local exp. in production. Require: ACAD 2002 exp. Revit exp. preferable.

## \*INTERMEDIATE & SENIOR CAD DRAFTERS\*

Min. 3-5 yrs. exp. in architectural drafting. Exp. w/AUTOCAD 2002 required.

Send or fax resume to: [Langdon Wilson Architect](mailto:Langdon Wilson Architect) 1055 Wilshire Bl Ste 1500, LA 90017 FAX 213/482-4654

## ART/RETAIL

## SR SALES CONSULTANT/ASSISTANT DIRECTOR

Contemporary Art Gallery on Rodeo Dr. seeks motivated enthusiastic sales driven Asst. dir./Sales Pro to act to our team. Exciting opportunity w/hi income potential & growth. Prior art/luxury goods exp a must. Pls submit resume w/cover ltr to fax: 310-777-0367

## \*Art Sales\*

Wholesale sales person f/well-known publishing company in Van Nuys area. Must have exp in retail. Please email resume to: [info@scaleditions.com](mailto:info@scaleditions.com)

## ATTORNEY/ASSOCIATE ATTORNEY

Advanced to partner. 5 years. (FAMILY & CRIMINAL) Bilingual a +. Lor Beach area. 562-595-959

## AUDIO VISUAL

## Lead Technician

FT/PT City of Industry & other locations resume to: [info@pro-av.com](mailto:info@pro-av.com) fax 909-392-7092

Web LA17788

## AUTOMOTIVE

## Mercedes-Benz of Beverly Hills

Prestigious auto dealership is seeking professional people for the following positions:

• Exp'd MBZ Technician

• Exp'd MBZ Advisor

• Cashier

• Car Wash Attendant

• P/T Accupuccina Bar Attendant

D

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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. On the left side, there are two circular binder holes, one near the top and one near the bottom, indicating it's designed for use in a binder. The paper appears to be a standard notebook or composition paper.



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[illegible]

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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. On the left side, there are two circular binder holes, one near the top and one near the bottom, indicating it's designed for use in a binder. The paper appears slightly aged or off-white.

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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. On the left side, there are two circular binder holes, one near the top and one near the bottom, indicating it's designed for use in a binder. The paper appears slightly aged or off-white.

# **Establishing an Email Account**

Almost all of the employment search websites listed in your “Job Search Resources” guide will require some form of registration to access their services. As part of registration, they may require you to have an email address. An email address will allow you to quickly receive applications, interview information, and career bulletins.

Today you will establish an email account with Yahoo, although any free service provider would be appropriate. The important thing to remember is that, in job searching, an email address may be your first impression to a prospective employer; therefore, email addresses such as “crazydude@yahoo.com” ain’t gonna cut it! : To access the site:

- 1) Open your internet browser (ie. Internet Explorer)
- 2) Enter the following address in the ADDRESS bar  
(*not the search bar!*) exactly as it’s shown below:

● <http://www.mail.yahoo.com>

- 3) Click on the “New User” button and follow the instructions to register. Please note that Yahoo, and many other free providers, will deactivate your account if not accessed for 30 days.

- 4) Enter your username and password:

My username is: \_\_\_\_\_

My Password is: \_\_\_\_\_

- 5) If you have trouble accessing the site, contact Career Visions at 661 259 0033 x 525

● **Have Fun!**

# **Job Searching on the Internet**



*Careers & Community for Talented People with Disabilities*

Searching for a job using the Internet is a great way to reach prospective employers. In addition to online application and resume posting, employment websites allow you to quickly locate both part and full time employment in your area,

Remember that most websites will allow you to view current listings, but will most likely require you to register and/or post your resume to apply online

- 1) Open your internet browser (ie. Internet Explorer)**
- 2) Enter the following address in the ADDRESS bar  
(*not the search bar!*) exactly as it's shown below:**

<http://www.gettinghired.com>

- 3) Select the “Job Seekers” section, register as a new user and search as shown below:**

## **Job Search:**

Keywords: (e.g., sales, Java, nurse, marketing) \_\_\_\_\_

Select Job Location: California - Los Angeles

- 4) One Job title of interest that I see is: \_\_\_\_\_**

- 5) If you have trouble accessing the site, contact Career Visions  
at 661 259 0033 x 525**

**Have Fun!**

# Job Searching on the Internet

*Don't Drive Away From a Great Career !*

**1-800-JOBSTORE (562-7867)**

*The Most Utilized Local Employment Resource serving....*



**JobStore**.com  
No Monster Fees Here!

*San Fernando Valley, Santa Clarita Valley,  
Conejo, Simi, Agoura Hills, Calabasas,  
Glendale, Burbank and the Westside.*

Searching for a job using the Internet is a great way to reach prospective employers. In addition to online application and resume posting, employment websites allow you to quickly locate both part and full time employment in your area,

Remember that most websites will allow you to view current listings, but will most likely require you to register and/or post your resume to apply online

- 1) Open your internet browser (ie. Internet Explorer)
- 2) Enter the following address in the ADDRESS bar  
(*not the search bar!*) exactly as it's shown below:

<http://www.jobstore.com/>

- 3) Click on an area of interest under the “Job Search” section as shown below:



Search Jobs

Keywords: \_\_\_\_\_

- 4) One Job title of interest that I see is: \_\_\_\_\_

- 5) If you have trouble accessing the site, contact Career Visions  
at 661 259 0033 x 525

**Have Fun!**

## EMPLOYMENT APPLICATION FORMS

Your job application form is a picture of you once you have left the interviewer's office. That picture tells something about your work habits, your attitude about the job, and your ability to read and follow directions.

Complete a sample job application and take it with you each time you plan to apply for a job. You will need detailed information to complete their application.

### THINGS TO REMEMBER:

1. **ALWAYS READ THE FORM FIRST.** Some companies put in directions to see if you are thorough and follow directions.
2. **ALWAYS PRINT** unless asked to handwrite. It is neater and easier to read.
3. **USE INK**, not a pencil. Use only blue or black ink.
4. **MEMORIZE YOUR SOCIAL SECURITY NUMBER.** All applications require it.
5. **BE COMPLETE.** Answer all questions or print "NA" (not applicable) or "DNA" (does not apply). You could also draw a line through the answer space to show you did not miss the question but do not have an answer or it does not apply.
6. **PHYSICAL DEFECTS.** List only those illnesses or physical defects that might affect your ability to do the job.
7. **EDUCATION.** Always list your most recent education first. If you are in high school and the application asks for a major, use one of the following:  
College Prep. - Taking courses required for college admission  
Vocational - Took 2 or more classes in Business, Industrial Arts, etc.  
General - No speciality
8. **POSITION DESIRED.** Never say, "any job is ok." Call and find out openings and job titles.
9. **SALARY REQUIRED.** Never put a question mark or write "open". Show that you know something about the salary range or ask someone when applying.
10. **CONVICTED OF CRIME.** Write "Will discuss during interview."
11. **WORK EXPERIENCE (NON-PAID, VOLUNTARY).** Mention volunteer work or other jobs which show you accepted responsibility ie. church activities.

12. **WORK EXPERIENCE - REASONS LEFT JOB.** Always give a positive reason. Say "looking for higher salary", "sought advancement opportunities", "moved from area", etc. If FIRED, say "released or dismissed"; its not as harsh sounding.
13. **MILITARY SERVICE.** Both men and women should write N/A if they have not had service or are too young to have served.
14. **TEMPORARY/PERMANENT.** Temporary jobs are for short periods of time such as holidays or summer only. Permanent jobs last indefinitely.
15. **FULL-TIME/PART-TIME.** Full time jobs usually schedule you close to 40 hours. Part-Time jobs are under 40 hours. Check which you prefer.
16. **REFERENCES.** References are people who know you and could recommend you for a job. Be prepared to list at least 3 people, their addresses and phone.
17. **SIGNATURE.** A common error is to forget to sign the application.
18. **PROOFREAD.** Look for blank lines or missed questions.

#### **TIPS:**

- Keep a personal data sheet with names, addresses, dates, phone numbers, and keep it in your wallet or purse. You will forget details and those details are usually what is required on job applications.
- If you have a resume, ask if you can attach it to your application.
- If you have letters of recommendation or samples of your work, ask if you can attach them to your application.
- Be prepared with the required information and have a pen with you. Asking to take the application home, shows you were unprepared.



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

## Welcome to the Humboldt County Office of Education's Personal Data Wizard

This site allows you to access important transitional resources , while storing your most valuable work related documents.

Some of these resources include the following:

### **Employment Application Builder**

- The information that has been entered will automatically transfer to an Employment Application Template.
- The system will format the list of personal attributes with the student's personal information.
- Application can be printed and added to portfolio for easy reference.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

### **Resume Builder**

- The Data Wizard will produce a resume after entering personal information and choosing from several pull-down menus addressing, skills, classes, activities and job objectives
- The system has editing capabilities and can be printed.

### **Cover Letter Builder**

- The information that has been entered will automatically transfer to the Cover Letter Builder.
- The system will format the list of cover letter sentences with the student's personal information.
- The three-paragraph cover letter is editable and can be printed.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

### **Thank You Letter Builder**

- Information will be automatically transferred to the Thank You Letter Builder

### **Budget Builder**

- Students can enter estimated monthly wages and estimated costs of 25 items such as rent, groceries, utilities, savings, cash etc.
- The Data Wizard produces a spreadsheet showing monthly totals.
- Students can go back and edit expenses to balance their budget.

### **Other Available Resources**

Files containing useful information are available to down load for transition students. Examples of files are:

- Reference and Recommendation requests
- Information about turning 18
- Selective Service information
- Information about buying a used car
- Information about banking and credit
- And more.



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

To access the site:

- 1) Open your internet browser (ie. Internet Explorer)
- 2) Enter the following address in the ADDRESS bar  
(*not the search bar!*) exactly as it's shown below:

<http://www.hrop.org/wizard/>

- 3) Find the group name : "William S Hart UHSD" using the drop down box and select.

- 4) Enter your username and password:

My username is: \_\_\_\_\_

My Password is: \_\_\_\_\_

- 5) If you have trouble accessing the site, contact Career Visions at (661) 259-0033 X 525

Have Fun!

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION:

<u>Applicants Name</u> Joe Student	<u>Date</u> 05/21/2007
<u>Present address (Street, City, State, Zip)</u> 24113 Ranch Drive, Valencia, CA, 91355	
<u>Mailing address (Street, City, State, Zip)</u> 24113 Ranch Drive, Valencia, CA, 91355 jstudent@yahoo.com	<u>Are you over 18yrs</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no

### EMPLOYMENT DESIRED:

<u>Position applying for:</u> Mental Rehabilitation Counselor	<u>When can you start:</u> June 30, 2007
<u>Hours/Days Available:</u> <input type="checkbox"/> full time <input checked="" type="checkbox"/> part time <input type="checkbox"/> temporary (put "X" on days w/no restriction- "no" if not available) Monday Tuesday Wednesday Thursday Friday Saturday Sunday 5:00 pm to 9:00 pm 5:00 pm to 9:00 pm 5:00 pm to 9:00 pm X to 5:00 pm to 9:00 pm 8:00 am to 9:00 pm 8:00 am to 9:00 pm pm pm pm pm pm pm pm	
<u>Are you currently employed? (name of business and phone)</u> Tilly's, (661) 259-4512	<u>Can we contact your employer?</u> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no

### EDUCATION:

SCHOOL	NAME AND LOCATION	GRADUATION	MAJOR SUBJECTS
HIGH SCHOOL	Hart High School Santa Clarita, California	Yes	College Preparation
CONTINUING EDUCATION			
COLLEGE			
OTHER			

### OTHER INFORMATION:

<u>SPECIAL TRAINING/COURSES:</u> ROP Automotive Technician, Auto shop, ROP Office Technology
<u>SPECIAL SKILLS FOR THIS EMPLOYMENT:</u> Adaptive, Problem solving, Hard worker, Good listener, Responsible, Flexible and accommodating, Goal-oriented

**CURRENT AND FORMER EMPLOYERS:**

(LIST MOST RECENT EMPLOYMENT FIRST)

DATES	NAME, ADDRESS AND PHONE	POSITION	REASON FOR LEAVING
From: October, 2006 To: present	Tilly's (661) 259-4512	Salesperson	Wanted to focus mre on school.
From: March, 1998 To: October, 2006	Petco (818) 896-1515	Animal Caretaker	Seeking more opportunity for prefessional growth

**REFERENCES:**

NAME / OCCUPATION	ADDRESS and PHONE #
John Jones, Teacher	1212 Anywhere Ave, Santa Clarita, CA (661) 478-7772
Skippy Butter	21515 Peanut Way, Stuck KS 41211 (710) 445-1212

**IN CASE OF EMERGENCY**

K T Tungstall

(661) 415-0205

NAME

ADDRESS

PHONE

I authorize investigation of all statements contained in this application, I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without any previous notice.

SIGNED: \_\_\_\_\_

As an equal opportunity employer, HOT TOPIC does not discriminate in hiring or terms and conditions of employment because of an individual's race, creed, color, sex, age, disability, sexual orientation, national origin or other protected characteristics.

# HOT TOPIC

everything about the music

If hired, you must furnish, on your first day of work, the appropriate documents that validate that you are legally eligible to work in the United States.

## EMPLOYMENT APPLICATION

### PERSONAL

You must include up to the last 10 years (use additional space on the back page if needed)

(PLEASE PRINT-COMPLETE IN INK)

TODAY'S DATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_  
(Last) (First) (Middle) NUMBER

PRESENT ADDRESS \_\_\_\_\_ How long? \_\_\_\_\_  
(No. & Street) (Apt#) (City & State) (Zip Code)

PREVIOUS ADDRESS \_\_\_\_\_ How long? \_\_\_\_\_  
(No. & Street) (Apt#) (City & State) (Zip Code)

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ARE YOU LEGALLY PERMITTED TO WORK IN THE USA? ☐ YES ☐ NO (Supporting documentation will be required prior to commencement of employment)

AGE BRACKET ☐ OVER 18 ☐ UNDER 18 IF UNDER 18, STATE AGE: \_\_\_\_\_

HAVE YOU EVER BEEN KNOWN BY ANOTHER NAME? ☐ YES ☐ NO  
If yes, please list name(s) \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY CRIME? ☐ YES ☐ NO  
If yes, please explain \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY HOT TOPIC? ☐ YES ☐ NO If yes, list location & dates \_\_\_\_\_

ARE YOU RELATED TO ANYONE IN OUR EMPLOY? ☐ YES ☐ NO If yes, list name & location \_\_\_\_\_

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU'RE APPLYING WITH OR WITHOUT REASONABLE ACCOMMODATIONS? ☐ YES ☐ NO

### EMPLOYMENT AVAILABILITY

SCHEDULE DESIRED

POSITION DESIRED \_\_\_\_\_ ☐ FULL TIME ☐ PART TIME  
☐ DAYS ☐ EVENINGS ☐ WEEKENDS

WAGE EXPECTATION \_\_\_\_\_

AVAILABLE DAYS AND TIMES

FROM TO

Su	M	T	W	Th	F	S

As an equal opportunity employer, HOT TOPIC does not discriminate in hiring or terms and conditions of employment because of an individual's race, creed, color, sex, age, disability, sexual orientation, national origin or other protected characteristics.

# HOT TOPIC

everything about the music

If hired, you must furnish, on your first day of work, the appropriate documents that validate that you are legally eligible to work in the United States.

## EMPLOYMENT APPLICATION

### PERSONAL

You must include up to the last 10 years (use additional space on the back page if needed)

(PLEASE PRINT-COMPLETE IN INK)

TODAY'S DATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_  
(Last) (First) (Middle) NUMBER

PRESENT ADDRESS \_\_\_\_\_ How long? \_\_\_\_\_  
(No. & Street) (Apt#) (City & State) (Zip Code)

PREVIOUS ADDRESS \_\_\_\_\_ How long? \_\_\_\_\_  
(No. & Street) (Apt#) (City & State) (Zip Code)

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

ARE YOU LEGALLY PERMITTED TO WORK IN THE USA? ☐ YES ☐ NO (Supporting documentation will be required prior to commencement of employment)

AGE BRACKET ☐ OVER 18 ☐ UNDER 18 IF UNDER 18, STATE AGE: \_\_\_\_\_

HAVE YOU EVER BEEN KNOWN BY ANOTHER NAME? ☐ YES ☐ NO  
If yes, please list name(s) \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY CRIME? ☐ YES ☐ NO  
If yes, please explain \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY HOT TOPIC? ☐ YES ☐ NO If yes, list location & dates \_\_\_\_\_

ARE YOU RELATED TO ANYONE IN OUR EMPLOY? ☐ YES ☐ NO If yes, list name & location \_\_\_\_\_

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU'RE APPLYING WITH OR WITHOUT REASONABLE ACCOMMODATIONS? ☐ YES ☐ NO

### EMPLOYMENT AVAILABILITY

SCHEDULE DESIRED

POSITION DESIRED \_\_\_\_\_ ☐ FULL TIME ☐ PART TIME  
☐ DAYS ☐ EVENINGS ☐ WEEKENDS

WAGE EXPECTATION \_\_\_\_\_

AVAILABLE DAYS FROM \_\_\_\_\_ TO \_\_\_\_\_  
AND TIMES \_\_\_\_\_  
Su M T W Th F S



18305 E. San Jose Avenue  
City of Industry, CA 91748

Office: 626-839-4681  
Fax: 626-839-4686  
Email: hottopic.com

### AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT

**DISCLOSURE: A CONSUMER REPORT MAY BE PROCURED FOR EMPLOYMENT PURPOSES.**

In accordance with the Fair Credit Reporting Act, a consumer report or investigative consumer report including information about your credit, general reputation, character, or personal characteristics may be obtained. Upon written request, you will be provided with information containing the nature and scope of the report, should it include information about your general reputation, character or personal characteristics, and a summary of your rights.

I authorize the release of any and all information to The Amherst Group, Inc., agent acting on behalf of HOT TOPIC, relating to the following:

Criminal Conviction History – Up to the last 3 residing counties

Further, I release any and all persons, institutions, corporation, governmental agencies; The Amherst Group, Inc., its officers, executives and employees, individually and in their corporate capacities; and HOT TOPIC from any and all liabilities that may arise from researching my background and making employment decisions based on information that may be discovered.

You are advised that HOT TOPIC and the Amherst Group, Inc. have no duty to investigate the correctness of information contained in such reports concerning any applicant, and that HOT TOPIC and The Amherst Group, Inc. may rely on and base their decisions solely upon information contained in such reports. You are further advised that the employment-related actions may be based upon information obtained in compliance with the Fair Credit Reporting Act contained in §1618, et seq. of Title 15 of the United States Code, Title 28 Privacy Act (Public Act 93-579) 5USC552(a) and Freedom of Information furnished with the name and address of the reporting agency. You may then inspect and receive a copy of the credit report by contacting the agency directly. If you are denied employment because of information contained in the credit report, you will so be advised and the name and address of the agency will be supplied. You understand that if offered employment with Hot Topic, your employment may be terminated (or offer rescinded) if Hot Topic is not satisfied with the results of your references and/or background investigation.

**Please Print - TO BE COMPLETED BY THE CANDIDATE FOR EMPLOYMENT:**

Full Name:

\_\_\_\_\_  
Last First MI

Complete Address:

\_\_\_\_\_  
Street City State Zip

Social Security #:

\_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Driver's License:

\_\_\_\_\_ State \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Signature of Applicant:

\_\_\_\_\_ Date: \_\_\_\_\_

**Please Print - TO BE COMPLETED BY HOT TOPIC MANAGEMENT:**

Please fax this authorization to the Amherst Group at (909)785-5888. Hot Topic Human Resources will have results in 2 to 5 business days. Please note: Amherst will not process the background if any of the requested information is missing.

Submitted by Name: \_\_\_\_\_ Position \_\_\_\_\_ Store/Dist./Dept# \_\_\_\_\_

Position applied for by candidate \_\_\_\_\_ Store# \_\_\_\_\_ District# \_\_\_\_\_

Department: \_\_\_\_\_

### SUPPLEMENTARY INFORMATION

WHY WOULD YOU CONSIDER LEAVING YOUR CURRENT EMPLOYER?

✓ CHOOSE HOT TOPIC?

WHAT SKILLS/EXPERIENCE DO YOU BRING TO HOT TOPIC?

ARE THERE ANY ACCOMPLISHMENTS OF WHICH YOU'RE ESPECIALLY PROUD?

### ADDITIONAL SPACE

### PRE-EMPLOYMENT STATEMENT

I hereby affirm that the information given by me on this application for employment is complete and accurate.  
I understand that any omission or falsification of information will be immediate grounds for dismissal.

YOUR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**EMPLOYMENT APPLICATION FOR STUDENT WORKERS**

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, sex, color, religion, National origin, disability, or other protected classification.

**Personal Information**

Name (Last, First, Middle)

Street Address

Social Security Number

City

State

Zip

Home Phone

Are you under the age of 18?

Yes

No

How were you referred?

Newspaper

Friend

Referral

If yes, state your age

Other

If hired, can you furnish proof of identity and authorization to work in the United States?

Yes

No

Have you ever worked for William S Hart UHSD?

Yes

No

If yes, when?

Position:

Can you work:

Choice #2

Anytime

Days

Evenings

Weekends

Choice #3

Are there any times or days that you cannot work?

Have you been convicted of a crime (other than a minor traffic violation)?

Yes

No

(If yes, explain number of convictions, nature of offense(s) was/were committed, sentence(s) for each conviction, and type of rehabilitation for each conviction.)

**A conviction record is not an automatic bar to employment**

**Education**

Type of School	Name of School	Location of School	Area of Study	Years Completed	Graduated?	Degree Received
High School				1 2 3 4	Yes / No	
College				1 2 3 4	Yes / No	
Graduate				1 2 3 4	Yes / No	
Other				1 2 3 4	Yes / No	

**Employment History** (Beginning with the most recent)

Name of Present or Last Employer	Job Title/Responsibilities	From (Mo. & Yr.)	To (Mo. & Yr.)
Address	Reason for leaving:	Supvr. Name	
City, State, Zip	Resigned / Discharged / Laid Off	Starting Salary \$	
Phone Number ( )	Explain:	Last Salary \$	

Name of Previous Employer	Job Title/Responsibilities	From (Mo. & Yr.)	To (Mo. & Yr.)
Address	Reason for leaving:	Supvr. Name	
City, State, Zip	Resigned / Discharged / Laid Off	Starting Salary \$	
Phone Number ( )	Explain:	Last Salary \$	

Name of Previous Employer	Job Title/Responsibilities	From (Mo. & Yr.)	To (Mo. & Yr.)
Address	Reason for leaving:	Supvr. Name	
City, State, Zip	Resigned / Discharged / Laid Off	Starting Salary \$	
Phone Number ( )	Explain:	Last Salary \$	

## References

List names of three persons (other than relatives) we may contact who have knowledge of your job related abilities, i.e., Supervisor, Manager or Co-worker.

Name	Telephone Contact	Address / City / State	Occupation

## General Information

Why would you like to work here? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any special skills and or abilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe what hobbies you enjoy during your free time. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all my answers in the Employment Application are true and complete to the best of my knowledge.



Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_



# **The ADA: Your Responsibilities as an Employer**

## **Who Is Protected?**

Title I of the ADA protects qualified individuals with disabilities from employment discrimination. Under the ADA, a person has a disability if he has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment, and people who are regarded as having a substantially limiting impairment.

To be protected under the ADA, an individual must have, have a record of, or be regarded as having a substantial, as opposed to a minor, impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working.

An individual with a disability must also be qualified to perform the essential functions of the job with or without reasonable accommodation, in order to be protected by the ADA. This means that the applicant or employee must:

- satisfy your job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related; and
- be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

The ADA does not interfere with your right to hire the best qualified applicant. Nor does the ADA impose any affirmative action obligations. The ADA simply prohibits you from discriminating against a qualified applicant or employee because of her disability.

Once you have hired an applicant, you cannot require a medical examination or ask an employee questions about disability unless you can show that these requirements are job related and necessary for the conduct of your business. You may conduct voluntary medical examinations that are part of an employee health program. The results of all medical examinations or information from inquiries about a disability must be kept confidential, and maintained in separate medical files. You may provide medical information required by State workers' compensation laws to the agencies that administer such laws.

## **Do Individuals Who Use Drugs Illegally Have Rights Under the ADA?**

Anyone who is currently using drugs illegally is not protected by the ADA and may be denied employment or fired on the basis of such use. The ADA does not prevent employers from testing applicants or employees for current illegal drug use, or from making employment decisions based on verifiable results. A test for the illegal use of drugs is not considered a medical examination under the ADA; therefore, it is not a prohibited pre-employment medical examination and you will not have to show that the administration of the test is job related and consistent with business necessity. The ADA does not encourage, authorize or prohibit drug tests.

## **Can I Require Medical Examinations or Ask Questions About an Individual's Disability?**

It is unlawful to:

- ask an applicant whether she is disabled or about the nature or severity of a disability, or
- to require the applicant to take a medical examination before making a job offer.

You can ask an applicant questions about ability to perform job-related functions, as long as the questions are not phrased in terms of a disability. You can also ask an applicant to describe or to demonstrate how, with or without reasonable accommodation, the applicant will perform job-related functions.

After a job offer is made and prior to the commencement of employment duties, you may require that an applicant take a medical examination if everyone who will be working in the job category must also take the examination. You may condition the job offer on the results of the medical examination.

# **The ADA: Your Responsibilities as an Employer**

## **How Are Essential Functions Determined?**

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. You should carefully examine each job to determine which functions or tasks are essential to performance. (This is particularly important before taking an employment action such as recruiting, advertising, hiring, promoting or firing).

Factors to consider in determining if a function is essential include:

- whether the reason the position exists is to perform that function,
- the number of other employees available to perform the function or among whom the performance of the function can be distributed, and
- the degree of expertise or skill required to perform the function.

Your judgment as to which functions are essential, and a written job description prepared before advertising or interviewing for a job will be considered by EEOC as evidence of essential functions. Other kinds of evidence that EEOC will consider include:

- the actual work experience of present or past employees in the job,
- the time spent performing a function,
- the consequences of not requiring that an employee perform a function, and the terms of a collective bargaining agreement.

## **What Are My Obligations to Provide Reasonable Accommodations?**

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include:

- acquiring or modifying equipment or devices,
- job restructuring,
- part-time or modified work schedules,
- reassignment to a vacant position,
- adjusting or modifying examinations, training materials or policies,
- providing readers and interpreters, and
- making the workplace readily accessible to and usable by people with disabilities.

Reasonable accommodation also must be made to enable an individual with a disability to participate in the application process, and to enjoy benefits and privileges of employment equal to those available to other employees.

It is a violation of the ADA to fail to provide reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of your business. Undue hardship means that the accommodation would require significant difficulty or expense.

# **The ADA: Your Responsibilities as an Employer**

## **What is the Best Way to Identify a Reasonable Accommodation?**

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is obvious. The individual may suggest a reasonable accommodation based upon her own life or work experience. However, when the appropriate accommodation is not readily apparent, you must make a reasonable effort to identify one. The best way to do this is to consult informally with the applicant or employee about potential accommodations that would enable the individual to participate in the application process or perform the essential functions of the job. If this consultation does not identify an appropriate accommodation, you may contact the EEOC, State or local vocational rehabilitation agencies, or State or local organizations representing or providing services to individuals with disabilities. Another resource is the Job Accommodation Network (JAN). JAN is a free consultant service that helps employers make individualized accommodations. The telephone number is 1-800-526-7234.

## **When Does a Reasonable Accommodation Become An Undue Hardship?**

It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship. Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the employer's size, financial resources and the nature and structure of its operation.

If a particular accommodation would be an undue hardship, you must try to identify another accommodation that will not pose such a hardship. If cost causes the undue hardship, you must also consider whether funding for an accommodation is available from an outside source, such as a vocational rehabilitation agency, and if the cost of providing the accommodation can be offset by state or federal tax credits or deductions. You must also give the applicant or employee with a disability the opportunity to provide the accommodation or pay for the portion of the accommodation that constitutes an undue hardship.

## **Additional Questions and Answers on the Americans with Disabilities Act**

### **Q. What is the relationship between the ADA and the Rehabilitation Act of 1973?**

A. The Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap by the federal government, federal contractors and by recipients of federal financial assistance. If you were covered by the Rehabilitation Act prior to the passage of the ADA, the ADA will not affect that coverage. Many of the provisions contained in the ADA are based on Section 504 of the Rehabilitation Act and its implementing regulations. If you are receiving federal financial assistance and are in compliance with Section 504, you are probably in compliance with the ADA requirements affecting employment except in those areas where the ADA contains additional requirements. Your nondiscrimination requirements as a federal contractor under Section 503 of the Rehabilitation Act will be essentially the same as those under the ADA; however, you will continue to have additional affirmative action requirements under Section 503 that do not exist under the ADA.

### **Q. If I have several qualified applicants for a job, does the ADA require that I hire the applicant with a disability?**

A. No. You may hire the most qualified applicant. The ADA only makes it unlawful for you to discriminate against a qualified individual with a disability on the basis of disability.

### **Q. One of my employees is a diabetic, but takes insulin daily to control his diabetes. As a result, the diabetes has no significant impact on his employment. Is he protected by the ADA?**

A. Yes. The determination as to whether a person has a disability under the ADA is made without regard to mitigating measures, such as medications, auxiliary aids and reasonable accommodations. If an individual has an impairment that substantially limits a major life activity, she is protected under the ADA, regardless of the fact that the disease or condition or its effects may be corrected or controlled.

### **Q. One of my employees has a broken arm that will heal but is temporarily unable to perform the essential functions of his job as a mechanic. Is this employee protected by the ADA?**

A. No. Although this employee does have an impairment, it does not substantially limit a major life activity if it is of limited duration and will have no long term effect.

### **with disabilities?**

A. No. The ADA only requires that you provide an employee with a disability equal access to whatever health insurance coverage you provide to other employees. For example, if your health insurance coverage for certain treatments is limited to a specified number per year, and an employee, because of a disability, needs more than the specified number, the ADA does not require that you provide additional coverage to meet that employee's health insurance needs. The ADA also does not require changes in insurance plans that exclude or limit coverage for pre-existing conditions.

### **Q. Does the ADA require that I post a notice explaining its requirements?**

A. The ADA requires that you post a notice in an accessible format to applicants, employees and members of labor organizations, describing the provisions of the Act. EEOC will provide employers with a poster summarizing these and other Federal legal requirements for nondiscrimination. EEOC will also provide guidance on making this information available in accessible formats for people with disabilities.

### **Q. Am I obligated to provide a reasonable accommodation for an individual if I am unaware of her physical or mental impairment?**

A. No. An employer's obligation to provide reasonable accommodation applies only to known physical or mental limitations. However, this does not mean that an applicant or employee must always inform you of a disability. If a disability is obvious, e.g., the applicant uses a wheelchair, the employer "knows" of the disability even if the applicant never mentions it.

**Q. How do I determine whether a reasonable accommodation is appropriate and the type of accommodation that should be made available?**

A. The requirement generally will be triggered by a request from an individual with a disability, who frequently can suggest an appropriate accommodation. Accommodations must be made on a case-by-case basis, because the nature and extent of a disabling condition and the requirements of the job will vary. The principal test in selecting a particular type of accommodation is that of effectiveness, i.e., whether the accommodation will enable the person with a disability to perform the essential functions of the job. It need not be the best accommodation or the accommodation the individual with a disability would prefer, although primary consideration should be given to the preference of the individual involved. However, as the employer, you have the final discretion to choose between effective accommodations, and you may select one that is least expensive or easier to provide.

**Q. When must I consider reassigning an employee with a disability to another job as a reasonable accommodation?**

A. When an employee with a disability is unable to perform her present job even with the provision of a reasonable accommodation, you must consider reassigning the employee to an existing position that she can perform with or without a reasonable accommodation. The requirement to consider reassignment applies only to employees and not to applicants. You are not required to create a position or to bump another employee in order to create a vacancy. Nor are you required to promote an employee with a disability to a higher level position.

**Q. What if an applicant or employee refuses to accept an accommodation that I offer?**

A. The ADA provides that an employer cannot require a qualified individual with a disability to accept an accommodation that is neither requested nor needed by the individual. However, if a necessary reasonable accommodation is refused, the individual may be considered not qualified.

**Q. If our business has a health spa in the building, must it be accessible to employees with disabilities?**

A. Yes. Under the ADA, workers with disabilities must have equal access to all benefits and privileges of employment that are available to similarly situated employees without disabilities. The duty to provide reasonable accommodation applies to all non-work facilities provided or maintained by you for your employees. This includes cafeterias, lounges, auditoriums, company-provided transportation and counseling services. If making an existing facility accessible would be an undue hardship, you must provide a comparable facility that will enable a person with a disability to enjoy benefits and privileges of employment similar to those enjoyed by other employees, unless this would be an undue hardship.

**Q. If I contract for a consulting firm to develop a training course for my employees, and the firm arranges for the course to be held at a hotel that is inaccessible to one of my employees, am I liable under the ADA?**

A. Yes. An employer may not do through a contractual or other relationship what it is prohibited from doing directly. You would be required to provide a location that is readily accessible to, and usable by your employee with a disability unless to do so would create an undue hardship.

**Q. What are my responsibilities as an employer for making my facilities accessible?**

A. As an employer, you are responsible under Title I of the ADA for making facilities accessible to qualified applicants and employees with disabilities as a reasonable accommodation, unless this would cause undue hardship. Accessibility must be provided to enable a qualified applicant to participate in the application process, to enable a qualified individual to perform essential job functions and to enable an employee with a disability to enjoy benefits and privileges available to other employees. However, if your business is a place of public accommodation (such as a restaurant, retail store or bank) you have different obligations to provide accessibility to the general public, under Title III of the ADA. Title III also will require places of public accommodation and commercial facilities (such as office buildings, factories and warehouses) to provide accessibility in new construction or when making alterations to existing structures. Further information on these requirements may be obtained from the U.S. Department of Justice, which enforces Title III. (See page 22).

**Q. Under the ADA, can an employer refuse to hire an individual or fire a current employee who uses drugs illegally?**

A. Yes. Individuals who currently use drugs illegally are specifically excluded from the ADA's protections.

However, the ADA does not exclude:

- persons who have successfully completed or are currently in a rehabilitation program and are no longer illegally using drugs, and
- persons erroneously regarded as engaging in the illegal use of drugs.

**Q. Does the ADA cover people with AIDS?**

A. Yes. The legislative history indicates that Congress intended the ADA to protect persons with AIDS and HIV disease from discrimination.

**Q. Can I consider health and safety in deciding whether to hire an applicant or retain an employee with a disability?**

A. The ADA permits an employer to require that an individual not pose a direct threat to the health and safety of the individual or others in the work-place. A direct threat means a significant risk of substantial harm. You cannot refuse to hire or fire an individual because of a slightly increased risk of harm to himself or others. Nor can you do so based on a speculative or remote risk. The determination that an individual poses a direct threat must be based on objective, factual evidence regarding the individual's present ability to perform essential job functions. If an applicant or employee with a disability poses a direct threat to the health or safety of himself or others, you must consider whether the risk can be eliminated or reduced to an acceptable level with a reasonable accommodation.

**Q. Am I required to provide additional insurance for employees?**

A. No. The ADA only requires that you provide an employee with a disability equal access to whatever health insurance coverage you provide to other employees. For example, if your health insurance coverage for certain treatments is limited to a specified number per year, and an employee, because of a disability, needs more than the specified number, the ADA does not require that you provide additional coverage to meet that employee's health insurance needs. The ADA also does not require changes in insurance plans that exclude or limit coverage for pre-existing conditions.

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# Sealing Juvenile Records

3 types of records	court records	not public record
		cannot be sealed
	delinquency records	government agencies have access
		cannot be sealed
		archived 7 years from offense
	local records	public record
can be sealed		
		request made at clerks office where offense took place

# Your Employment Resume

- A resume provides a prospective employer with your personal contact information, employment objective, educational achievement, and work experience. Using HROP's Personal Data Wizard, format your resume
- and include in your portfolio in preparation for job interviews.

# Resume Writing 101

**So what the heck is a resume anyway ???**

- A resume is a formal record of your work experience
- A resume can be an outward expression of your professionalism.

**When should you submit a resume ???**

- A resume should be submitted with a job application, however most employers will not take a resume in place of an application. They must be submitted together, in conjunction with letters of recommendation, and a cover letter where appropriate.

**How often should you update your resume ??**

- You should update your resume every time you get a new job. This is because your resume is reflection of your most recent work experience and references.

**So what should my resume include ???**

- A resume has six basic parts:

**Header :**

This section includes your most current name, address and telephone number (you may include a pager number and/or message phone, but be sure to specify).

**Objective:**

This section states your overall personal or career goal ( it is usually one sentence or statement).

**Experience:**

This section lists your most recent employment (usually the last three employers; and includes job description, contact person, length of time that you were employed, and mailing address of all employers).

**Education:**

This section states your highest level of academic achievement.

**Interests:**

This section includes the things you like to do. (hobbies, sports, clubs, and things you like to do in your spare time are all appropriate).

**References:**

This section is reserved for personal or job references not listed in the work experience section (usually recorded as "Available upon request" , but make sure that you update your personal references from time to time so that you can have them ready if a prospective employer requests this information).

- Above all else, a resume is an outward representation of you as professional. It should be clean, neat, and well organized !!! Take pride in the appearance of your resume, and it may just be worth its weight in gold !!!!



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

## Welcome to the Humboldt County Office of Education's Personal Data Wizard

This site allows you to access important transitional resources , while storing your most valuable work related documents.

Some of these resources include the following:

### Resume Builder

- The Data Wizard will produce a resume after entering personal information and choosing from several pull-down menus addressing, skills, classes, activities and job objectives
- The system has editing capabilities and can be printed.

### Cover Letter Builder

- The information that has been entered will automatically transfer to the Cover Letter Builder.
- The system will format the list of cover letter sentences with the student's personal information.
- The three-paragraph cover letter is editable and can be printed.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

### Thank You Letter Builder

- Information will be automatically transferred to the Thank You Letter Builder

### Budget Builder

- Students can enter estimated monthly wages and estimated costs of 25 items such as rent, groceries, utilities, savings, cash etc.
- The Data Wizard produces a spreadsheet showing monthly totals.
- Students can go back and edit expenses to balance their budget.

### Other Available Resources

Files containing useful information are available to down load for transition students. Examples of files are:

- Reference and Recommendation requests
- Information about turning 18
- Selective Service information
- Information about buying a used car
- Information about banking and credit
- And more.



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

To access the site:

- 1) Open your internet browser (ie. Internet Explorer)
- 2) Enter the following address in the ADDRESS bar  
(*not the search bar!*) exactly as it's shown below:

<http://www.hrop.org/wizard/>

- 3) Find the group name : "William S Hart UHSD" using the drop down box and select.

- 4) Enter your username and password:

My username is: \_\_\_\_\_

My Password is: \_\_\_\_\_

- 5) If you have trouble accessing the site, contact Career Visions at (661) 259-0033 X 525

Have Fun!



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- And more.

## Cover Letter Writing 101

**A cover letter is an introduction, a sales pitch, and a proposal for further action all in one. It gives the reader a taste of what's to come—not by simply summarizing the resume, but by highlighting the aspects of your background that will be most relevant to the reader. A cover letter also demonstrates that you can organize your thoughts and express yourself clearly and appropriately; in other words, it reflects your communication skills and, to some extent, your personality.**

**Cover letters, typically in one-page format, begin with an introduction where you state who you are and why you are writing. The middle is taken up by the sales pitch, where you attempt to advertise yourself in the most successful way. The letter concludes with your proposal for further action, where you highlight steps you would like to take and see the employer take. Before you write, begin by asking yourself questions about your role with the employer and your plans for the future. What does the employer need? What do you hope to accomplish? What are some qualities you will bring to this job? Why do you want to work for this employer? When you come up with good, solid answers to these, you're ready to start writing.**

# A Crash Course in Interview Preparation

## **Yahoo! HotJobs Exclusive**

*By Christopher Jones*

Everyone loves to get this phone call: "This is Jane Doe. I'm calling to see if you would like to come in for a job interview."

Your pulse races: A job interview!

It isn't until the night before the interview that your stomach drops, a feeling of slight dread sets in and you ask yourself, "What am I gonna wear?" "What am I gonna say?"

You've got a case of the pre-interview jitters: A good sign that you haven't spent enough time preparing.

Getting ready for an interview should begin at least three days before the interview is scheduled to take place. This week, we'll run down the top things you should do before the big day arrives.

### **One Clothes Make the Job Seeker**

Make sure your interview clothes are clean and pressed a few days beforehand.

The last thing you want to worry about the night before an interview is pleading with your drycleaner or getting burned by a hot iron.


Also, make sure you have a neutral colored umbrella on-hand in case of rain.

### **Don't Forget Your Resumes!**

Make good-quality copies of your resume on a nice grade of paper. Take more copies than you will possibly need — just in case. Store the copies in a folder where they will stay clean and unwrinkled.

Organize your portfolio, tear sheets, professional reference lists or any other papers you think your prospective employer would like to see.

Make sure your purse or briefcase is stocked with everything else you'll need: A working pen (no pencils!), a notebook, breath mints, a comb, the umbrella I mentioned and some tissues.



## **Practice Makes Perfect**

Like most things, people get better at interviewing with a little practice.

Dedicate one night prior to the interview to a mock QandA. You can set this up with a friend or conduct the interview yourself with a list of frequently-asked interview questions and a mirror.

Don't panic if, during the actual interview, you are not asked any of the questions you practiced. The point of practicing is to "warm up" to the process of answering questions on the fly.

## **Do Your Homework**

Spend at least two days before the interview researching the company. Take notes. Memorize important facts.

A little preparation goes a long way. A couple of hours researching the company and practicing answers to interview questions can give you that extra bit of confidence you need to ace the interview.

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*Chris Jones is the HotJobs Vice President for Community and Content.*

# How to Answer the Four Most Common Interview Questions

 **Yahoo! HotJobs Exclusive**

*By Todd Anten*

There are some questions that tend to pop up during almost every job interview.

The bad news: These questions can be quite difficult to answer.

The good news: Because they are so common, you can prepare for them well in advance and give a perfect answer without breaking a sweat.

So allow me to present four of the most common -- yet most perplexing -- interview questions and how you can best answer them.

## **1. "Tell Me a Little About Yourself"**

Sometimes the most general question can be the hardest. How can you sum up your entire life story in just a couple of minutes?

You don't.

This oldest of questions is not an invitation to talk about your difficult childhood, your favorite grandmother or how you won the state swim competition in high school. Instead, it's a request for you to describe what you can offer the company.

In his excellent book *101 Great Answers to the Toughest Interview Questions*, author Ron Fry suggests focusing on:

- Your key accomplishments at previous jobs.
- The strengths demonstrated by those accomplishments.
- How these relate to the job for which you're applying.

The goal is not to summarize your resume -- the interviewer already has a copy of that. Rather, tell how you came to be interested in this particular company and job, and weave examples of past accomplishments throughout to demonstrate why you are the perfect candidate.

## 2. "Why Did You Leave Your Last Job?"

Did you resign? Get laid off? Get fired? Storm out of the office in a huff, never to return? Chances are, you'll have to explain it in an interview.

The most important point to remember when answering this question: **STAY POSITIVE.**

The biggest sign of a troublemaker is when someone trashes his or her former boss or company during an interview. It doesn't matter if your boss was a jerk or if you hated your coworkers -- an interview is not the place to vent past frustrations.

Rather, the best way to answer this question is to stay positive and talk about your desire for growth opportunities. This will paint you as a proactive employee who enjoys responsibility and challenges.

Here are some quick pointers for answering this question, depending on your circumstances:

- **IF YOU WERE FIRED:** Be honest, but quick about explaining it. Don't get into the political details; rather, explain what you learned from the experience and how it makes you an even stronger employee today. It's not a good idea to lie about your termination. When the interviewer calls your references, he or she will most likely find out you were fired anyway. So be honest, and explain what you learned.
- **IF YOU WERE LAID OFF:** This is not nearly as taboo as it was even five years ago, so don't apologize or act defeated. If a company goes bankrupt or had massive layoffs, simply explain, "Because of the economy, the company decided to eliminate six departments, including mine."
- **IF YOU QUIT:** Again, be honest and stay positive. State that the work being offered wasn't challenging enough, that you are seeking higher levels of responsibility or simply that you are ready to make the next step on your career ladder -- and that the job for which you are interviewing is the ideal next step.

The secret is to stay positive and discuss your desire for growth. Hiring managers love applicants who actively seek responsibility.

## 3. "What's Your Biggest Weakness?"

What are you supposed to do -- tell them why they **SHOULDN'T** hire you?

The "weakness" question is popular with interviewers not because they want to torture you, but because they're interested in hearing how you tackle challenges.

The most important thing to remember is that after you name your weakness, you **MUST**

discuss what you have done to overcome it.

Pick a weakness that is real but understandable or relatively harmless. Whatever weakness you pick, be sure that it is work-related ("I have a tendency to overfeed my dog" is NOT an appropriate weakness) and that you present the strategies for how you overcame it.

Here are a few examples:

- "I used to have a tendency to procrastinate. So now I am always sure to set a strict schedule for all of my projects well in advance and I set personal deadlines. This organization has really helped."
- "Once in a while, I focus too much on the details of a project. So now, when I'm working on a project, I always make sure at the end of the day to sit back and take a few minutes to think about the general scope of my work. It forces me to keep priorities straight and helps me keep the right mindset."
- "I used to have some problems with organization. So now I carry a schedule book around throughout the day and I also use this Palm Pilot to keep me on track. It's worked out great!"

You don't want to pick a weakness that will torpedo your chances -- even your weakness should speak strongly toward your skills. The examples above all address honest weaknesses; here are a few other "safe" weaknesses that are easy to discuss:

- I tend to be a perfectionist.
- I sometimes work too hard, leading to unnecessary stress.

#### **4. "Do You Have Any Questions for Me?"**

Yes, you do.

You should always try to ask a thoughtful question or two at the end of an interview. It shows that you've been listening and that you've done your research on the company.

What should you ask? In his book *101 Great Answers to the Toughest Interview Questions*, Ron Frey suggests some of the following queries:

- Does this job usually lead to other positions at the company? What kind of positions?
- What do you like best about this company? Why?

DO NOT ask about salary, vacation days, benefits or anything else that would make it look like you're more interested in the compensation package than the company. Also,

don't ask too many questions; just a couple will be fine.

And the most important question of all: Don't forget to ask for the job!

- I'm very interested in this job. It's exactly the kind of job that I'm looking for. What is the next step in the interview process?

If you would like more information on how to answer interview questions, check out these books:

*101 Great Answers to the Toughest Interview Questions:*

<http://www.amazon.com/exec/obidos/ASIN/156414464X/qid%3D1022257306/sr%3D8-1/ref%3Dsr%5F8%5F1/104-6499676-2381560>

*Interviewing and Salary Negotiation:*

<http://www.amazon.com/exec/obidos/ASIN/1564144348/qid%3D1022262266/sr%3D2-1/ref%3Dsr%5F2%5F1/104-6499676-2381560>

*Sweaty Palms: The Neglected Art of Being Interviewed:*

<http://www.amazon.com/exec/obidos/ASIN/0898154030/qid%3D1022262216/sr%3D1-1/ref%3Dsr%5F1%5F1/104-6499676-2381560>

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*Todd Anten is a HotJobs writer.*

# INTERVIEW PREPARATION

## COMMON INTERVIEW QUESTIONS

These are some of the most commonly asked questions.

Put some thought into your answers and practice them prior to your interview!

- What are the responsibilities of your current or previous position?
- What do you know about this industry?
- What do you know about our company?
- How long will it take for you to make a significant contribution?
- What is your most significant accomplishment?
- Why did you leave your last job?
- Why do you think you would like to work for our company?
- If it were your first day, what would you say to the associates you will be working with?
- What have you done to overcome major obstacles in your life?
- Are you willing to relocate?
- How would you describe your work style?
- Tell me about yourself?
- Why do you think we should hire you for this job?
- How do you define success?
- What was the last book you read?
- What area of this job would you find most difficult?
- What leadership/supervisory roles have you held?
- What is your weakness?
- What is your strength?
- What accomplishments are you most proud of?
- What has been your greatest crisis, how did you solve it?
- What person has had the greatest influence on you, why?
- What do you like best about your job/school..what do you like least?
- How has college prepared you for this career?
- Describe your ideal job.
- Why did you choose this particular field of work?
- What have you done that shows initiative?
- In what areas of the job would you expect to be most successful....least?
- What do you see yourself doing in 5 or 10 years?
- What are your salary requirements?
- What frustrates you?
- Describe a situation with an irate customer and how you handled it?
- What aspect of this job do you consider most crucial ?
- What are your long range career objectives and how do you plan to achieve them?
- How do think a friend would describe you?
- What motivates you?
- How many hours a week do you need to work to get the job done?

- How do you work under pressure?
- What two or three things are most important to you in your job?
- Tell me about other jobs you've had. In hindsight, how could you have improved your performance?
- What makes a good supervisor?
- What skills do you want to improve?

# PRACTICE INTERVIEW QUESTIONS

1. Won't you tell me a little about yourself?
2. What are your future vocational plans?
3. What is the position for which you are applying?
4. In what activities have you participated? Why? Which did you enjoy the most?
5. How do you spend your spare time? What are your hobbies?
6. Why do you think you would like this particular type of job?
7. Do you prefer working with others or by yourself?
8. Can you take instruction without feeling upset?
9. Do you have any health problems?
10. Have you ever had any serious illness or injury?
11. What job or experiences have you enjoyed the most? The least? Why?
12. What experience do you have that relates to the job you want?
13. Why have you held so many jobs?
14. Why should I hire you?
15. How do you know you can do this job?
16. What are your strengths and weaknesses?
17. What are your special skills or abilities?



# Guide to Thank You Letters

**After a job interview there are several ways you can keep the potential employer's attention on YOU as the likely person to hire:**

1. Immediately write a Thank You Letter to the interviewer. Write it right after the interview, and get it in the mail the same evening so it arrives in the next day or two. Below is a Guideline and a Sample Thank You Letter.
2. Send a Follow Up Letter soon after that, if you do not hear from the interviewer within, say, a week.

**In the first paragraph**, thank the interviewer (or express your appreciation) for the chance to meet with them to discuss the job and see the premises (use the term "meeting" rather than "interview" if it seems appropriate). Make some reference to your positive impressions of the company.

**In the second paragraph**, offer some new information or additional reason for the employer to be interested in you for that job-perhaps a "goodie" that you didn't mention in the interview. (You might even link this new information to a problem or opportunity the company is experiencing.) Repeat the job title you are applying for, and show continued interest in it.

**In the last paragraph**, let the employer know (graciously) that you expect to hear from them again and "plant" the idea in her mind of a phone call to you. Make it clear you're willing to come in and discuss the job further, if necessary.

---

## **Thank You Letter Example**

Martina Bosserio  
Manager, Product Development Dept.  
Widget Corporation  
1520 Widget Drive  
Metropolis, NY 10021

Dear Ms. Bosserio,

I enjoyed the opportunity to meet with you and have a brief tour of Widget Corporation. The high level of creative energy among your staff, as well as their personal pride in the company's products, was obvious and very gratifying to see.

In addition to the information I shared with you in our meeting, I thought of another project I worked on that reflects the kind of contribution I could make as a member of Widget's product development team. The details of that project (the proposal and the final report, both of which I authored) are enclosed for your review.

As soon as you're through interviewing the other candidates, I'd appreciate hearing from you, and of course I'd be pleased to meet with you again, if necessary, on fairly short notice. I can be reached at home in the evening as well as at my office during the day.

Sincerely yours,

Geraldine JobHunter  
(987) 654-3210 (h)  
(987) 543-2106 (w)



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- And more.



# Your OJT Contract

Your work training contract outlines specific expectations that you should be aware of before beginning your Career Visions' work experience.

Now is the time to get all of your questions answered by your Career Transition Advisor before you sign!

# WILLIAM S. HART UNION HIGH SCHOOL DISTRICT



## Career Visions On-The-Job Training Contract

The purpose of this contract is to provide the student-client with on-the-job work-related training

Revised 06/10

### **I. Student Responsibilities**

As a student-client in the OJT program, I agree to:

- A. Follow the program rules and regulations established by the school and the employer.
- B. As needed, arrange for my own transportation and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
- C. (If 18 years of age or older) Provide self with ample insurance coverage while traveling to and from school, as well as, to and from the training site.
- D. Maintain regular attendance and punctuality in school and at on-the-job training, or I will not be allowed to participate in OJT. I will not participate in OJT, on days that I am absent from school. If I have above average absences on non-workdays, my participation in OJT may be limited.
- E. Notify my Career Transition Advisor within one day if I am released from my training.
- F. Notify my work-training site and Career Transition Advisor before I am due at work if an illness or an emergency prevents me from working.
- G. Consult with my Career Transition Advisor if I should find it necessary to terminate my on-the-job training before the agreed upon date.
- H. If receiving a pay-incentive, obtain a social security card, any other required identification (and a work permit, if under 18 years of age).
- I. Participate in a minimum eight (8) week PAES evaluation in order to assess workforce readiness. This assessment will be completed before being considered for community based training.

### **II. Business/Training Site Responsibilities**

As a training site resource in the OJT program, I agree to:

- A. Not use the student-client to replace a paid employee position.
- B. Inform the student-client and job coaching staff of rules, regulations, and duties expected of the student-client trainee.
- C. Supervise the student-client trainee, assist in improving the on-the-job training performance of the student-client, and assign the student-client to more responsible duties or positions if openings occur for which the student is qualified.
- D. Plan an appropriate variety of on-the-job training tasks/responsibilities.
- E. Abide by state and federal laws/regulations pertaining to employment and/or students on training/job sites.
- F. Confer with the school job coaching/staff regarding the student-client's training progress and/or need for additional help.
- G. Evaluate the training performance of the student-client with the school job coaching/staff through written evaluation every eight (8) weeks.
- H. Consider student-client for part time employment if economically feasible, after completion of fifty (50) subsidized work hours, and satisfactory eight (8) week worksite performance evaluation.
- I. Inform the school job coaching/staff when planning to terminate a student-client's training.

### III. School District Responsibilities

The William S. Hart Union High School District, agrees to:

- A. Monitor progress of the student-client while the student-client is participating in the OJT program.
- B. Act as employer of record for the student-client while the student-client is participating in the OJT program, and is receiving a pay-incentive.
- C. Abide by state and federal laws/regulations pertaining to employment/training, and/or students.
- D. If the student-client is receiving a pay-incentive, pay the student-client \_\_\_\_\_/hr.
- E. Provide State Worker's Compensation Insurance coverage under the School District's policy for student-clients while they are at the work site.
- F. Enroll the student-client only in an approved OJT site as defined by the local School District and supported by a plan of operation approved by the California State Department of Education.
- G. Inform the student-client (and the parent/guardian if the student-client is under 18 years of age or conserved), of program rules and regulations.
- H. Monitor the student-client's training site and activities, and consult with the employer regarding the on-the-job training performance of the student-client.
- I. Assist in the resolution of the student-client's school or work training site-related problems that are affecting on-the-job training performance and the student-client.
- J. Communicate with the student-client regarding on-the-job training performance via written performance evaluation every eight (8) weeks.
- K. Provide the employer with the objectives of the student-client's OJT experience.
- L. Indemnity ("Hold Harmless") Statement

\_\_\_\_\_  
(On-the-Job Training [O.J.T.] Site), its trustees, employees and agents from and against any physical damage to tangible property, bodily injury, sickness, death or other claims caused by the negligent acts, omissions or willful misconduct of Hart District agents, employees or students arising out of this Agreement; provided, however, that nothing contained herein shall require the Hart District

\_\_\_\_\_  
(O.J.T. Site) for physical damage to tangible property of a party, or bodily injury, sickness, or death to a party arising out of the negligent acts, omissions, or willful misconduct of

\_\_\_\_\_  
(O.J.T. Site), its agents or employees.

### IV. Parent/Guardian Responsibilities (If student-client is under 18 years of age or conserved)

As a parent/guardian of a student-client in the OJT program, I agree to:

- A. Encourage the student-client to effectively carry out the duties and responsibilities of the program at school and at the training site.
- B. Arrange transportation for non-school hours for the student-client and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
- C. Provide the student-client with ample insurance coverage while traveling to and from school, as well as, to and from the training site.

\_\_\_\_\_  
**Student-Client's Printed Name**

\_\_\_\_\_  
Student-Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Parent/Guardian's Printed Name**

\_\_\_\_\_  
Parent/Guardian's Signature

(If student is under 18 years of age or conserved)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Business/Training Site Name**

\_\_\_\_\_  
Business/Training Site Address

\_\_\_\_\_  
Business/Training Site Representative's Printed Name

\_\_\_\_\_  
Business/Training Site Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**School District Representative's Printed Name**

\_\_\_\_\_  
School District Representative's Signature

\_\_\_\_\_  
Date



# Legal • Documentation Needed for Work

•

# Required Documentation for I-9 Form

## I-9 Form Requirements

When hired for a new job, employees are required to prove that they are legally entitled to work in the United States. Employers are required to verify the identity and eligibility to work for all new employees. An Employment Eligibility Verification form (I-9 Form) must be completed and kept on file by the employer.

In addition, employees must present original documents, not photocopies. The only exception is an employee may present a certified copy of a birth certificate. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the I-9 form.

## Acceptable I-9 Documents

Employees are required to present either one of the documents from List A or one of the following documents from List B and one of the documents from List C.

### List A (Documents that establish both identity and employment eligibility)

- United States Passport
- Permanent Resident Card or Alien Registration Receipt Card (I-551)
- Temporary Resident Card (I-688)
- Employment Authorization Document (I-766, I-688B, or I-688A)
- Foreign Passport with temporary I-551 stamp
- For aliens authorized to work only for a specific employer, foreign passport with Form I-94 authorizing employment with this employer

### List B (Documents that establish identity only)

- Driver's license issued by a state or outlying possession
- ID card issued by a state or outlying possession
- Native American tribal document
- Canadian driver's license or ID card with a photograph (for Canadian aliens authorized to work only for a specific employer)
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID Card

### List C (Documents that establish employment eligibility only)

- Social Security account number card without employment restrictions
- Original or certified copy of a birth certificate with an official seal issued by a state or local government agency
- Certification of Birth Abroad
- US Citizen ID Card
- Native American tribal document
- Form I-94 authorizing employment with this employer (for aliens authorized to work only for a specific employer)

## No I-9 Documentation?

An employee who fails to produce the required document, or a receipt for a replacement document (in the case of lost, stolen or destroyed documents), within three business days of the date employment begins, can be terminated. An employee who shows a receipt has ninety days to present the original documents.

**So, before you start your job search, make sure you have all your paperwork in order!**

## Employment Eligibility Verification

### INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1 - Employee.** All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

**Section 2 - Employer.** For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record:** 1) document title; 2) issuing authority; 3) document number, 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. **However, employers are still responsible for completing the I-9.**

**Section 3 - Updating and Reverification.** Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:

- examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C),
- record the document title, document number and expiration date (if any) in Block C, and
- complete the signature block.

**Photocopying and Retaining Form I-9.** A blank I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

**For more detailed information, you may refer to the Department of Homeland Security (DHS) Handbook for Employers, (Form M-274). You may obtain the handbook at your local U.S. Citizenship and Immigration Services (USCIS) office.**

**Privacy Act Notice.** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

**Reporting Burden.** We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529. OMB No. 1615-0047.

**NOTE:** This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

**EMPLOYERS MUST RETAIN COMPLETED FORM I-9  
PLEASE DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS**

Form I-9 (Rev. 05/31/05)Y

## Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following):	
		<input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien #) A _____ <input type="checkbox"/> An alien authorized to work until _____ (Alien # or Admission #) _____	
Employee's Signature			Date (month/day/year)

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

### Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

### Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility. Document Title: _____ Document #: _____ Expiration Date (if any): _____	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative	Date (month/day/year)

**NOTE:** This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

## LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration ( <i>other than a card stating it is not valid for employment</i> )
2. Certificate of U.S. Citizenship ( <i>Form N-560 or N-561</i> )		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State ( <i>Form FS-545 or Form DS-1350</i> )
3. Certificate of Naturalization ( <i>Form N-550 or N-570</i> )		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with <i>I-551</i> stamp or attached <i>Form I-94</i> indicating unexpired employment authorization		4. Voter's registration card		4. Native American tribal document
5. Permanent Resident Card or Alien Registration Receipt Card with photograph ( <i>Form I-151 or I-551</i> )		5. U.S. Military card or draft record		5. U.S. Citizen ID Card ( <i>Form I-197</i> )
6. Unexpired Temporary Resident Card ( <i>Form I-688</i> )		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States ( <i>Form I-179</i> )
7. Unexpired Employment Authorization Card ( <i>Form I-688A</i> )		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS ( <i>other than those listed under List A</i> )
8. Unexpired Reentry Permit ( <i>Form I-327</i> )		8. Native American tribal document		
9. Unexpired Refugee Travel Document ( <i>Form I-571</i> )		9. Driver's license issued by a Canadian government authority		
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph ( <i>Form I-688B</i> )		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)



# Workplace Harassment

Know your Rights!

# What is Harassment in the Workplace?

Below are some frequently asked questions about workplace harassment as addressed by the US Equal Employment Opportunity Commission (EEOC)



## What are some examples of workplace harassment?

Workplace harassment involves unwelcome and offensive conduct that is based on race, color, national origin, sex (including pregnancy), religion, disability, or age (age 40 or older). Examples of harassment include offensive or derogatory jokes, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person's religion or religious garments, or offensive graffiti, cartoons or pictures.

## Is it illegal to be harassed because I complain about job discrimination or talk to the EEOC?

Yes. The laws enforced by EEOC protect you from being harassed because you report discrimination, file a job discrimination complaint with the EEOC, or help someone else report job discrimination, even if it turns out the conduct was not illegal.

## What should I do if I am harassed by a manager, co-worker, or other person in my workplace?

If you are being harassed at work, you have a responsibility to tell your employer. If you feel comfortable, you also should tell the harasser that you find his or her behavior unwelcome. You also can talk to your parents, another adult, or the EEOC.

Find out if your company has a policy on harassment. The policy should tell you who in your company is responsible for handling harassment issues. If you are uncomfortable talking to the designated person, you should talk to your manager or another manager in your company. Once your employer knows that you are being harassed, it has a responsibility to correct the situation and protect you from further harassment. If you do not promptly report workplace harassment, it may affect your rights.

## What can I do if I witness workplace harassment?

If you witness workplace harassment, you should tell your employer. You also can tell the harasser that his or her behavior is not funny and must stop. Finally, don't laugh at the conduct or give the harasser an audience - that will only encourage further harassment. You also can talk to your parents, another adult, or the EEOC.

It may be if you make clear to the person you used to date and your company that you are no longer interested in a relationship. If the person persists in seeking to continue the relationship or in making sexual advances or comments to you, you may have a potential claim for sexual harassment.



## **What will my employer do if I report harassment?**

Once your employer knows that you are being harassed, it has a responsibility to correct the situation and protect you from further harassment. Your employer should promptly and thoroughly investigate your claim. This may mean that your employer will interview you, the harasser, and any other witnesses. If your employer determines that you were harassed, it should take steps to stop the behavior from continuing, such as transferring the harasser to another location. Your employer also must make sure that you are not punished, treated differently, or harassed for reporting harassment.

## **What can happen to me if I harass others at work?**

Your employer has a responsibility to protect employees from harassment. If your employer determines that you have been harassing others at work, you may face one or more of the following consequences: (1) verbal or written warning; (2) counseling; (3) transfer to another location or job; (4) suspension; or (5) termination. These are just examples of the types of actions an employer can take against you. The best thing to do is not harass others at work - it's not worth it!

## **Is all workplace harassment illegal?**

☐ Not all workplace harassment is illegal. The laws enforced by EEOC do not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious. For workplace harassment to be illegal, the conduct must either be severe (meaning very serious) or pervasive (meaning that it occurred frequently). One instance of harassing conduct is generally not sufficient, unless the conduct is very serious, such as a physical assault. If you believe you are being harassed at work, you should report the conduct to your supervisor or another manager, even if it happens only once or does not seem very serious.

## **Does harassment have to occur at work for it to be illegal?**

No. Federal law protects you from job discrimination and harassment, whether it occurs on or off the work site. For example, you may have a potential claim for sexual harassment if your manager pressures you for dates while at a work-related conference.

## **Is it illegal for someone to harass another person who is the same sex, race, color, national origin, or religion or who has the same disability?**

Yes. It is illegal for people to harass others of their own sex, religion, race, color, national origin, or religion. It also is illegal for a person with a disability to harass other individuals with the same disability or other disabilities.

## **Is it illegal for someone to discriminate against or harass certain people, but not others?**

Yes. It is illegal for someone to harass a sub-set of a protected group. For example, a manager may not treat Black females differently than Black males based on a sexual stereotype.



## **Is it illegal to be harassed because of two prohibited reasons, like your sex and race?**

Yes. It is illegal to discriminate because of the combination of two protected categories, like your national origin or religion. For example, it is illegal for a clothing store to harass Muslim women, even if they do not harass other women or Muslim men.

## **Am I protected from workplace harassment if the harasser is not my supervisor?**

The laws enforced by EEOC protect you from being harassed by anyone in your workplace. The harasser can be your manager, a manager in another area, a co-worker, or others in your workplace, such as clients or customers.

## **What if I am harassed at work because I am male or female, but the conduct is not sexual in nature?**

Gender-based harassment, i.e. conduct that is not sexual in nature, but is based on the gender of the individual employee, is also unlawful. For example, if a manager tells female employees "they belong at home," the manager has engaged in harassment based on sex.

## **Are men protected from sex harassment?**

Yes. Both men and women are protected from workplace harassment on the basis of sex.

## **Is it sexual harassment if someone I used to date won't leave me alone at work?**

It may be if you make clear to the person you used to date and your company that you are no longer interested in a relationship. If the person persists in seeking to continue the relationship or in making sexual advances or comments to you, you may have a potential claim for sexual harassment.

## **Am I protected if I am discriminated against or harassed because of my sexual orientation?**

While federal law does not prohibit discrimination or harassment based on sexual orientation, it does prohibit same sex harassment. For example, if a gay male employee is being harassed at work by other males because he acts too feminine, he may have a claim for sex discrimination which can be filed with the EEOC. In addition, some state and local laws prohibit discrimination on the basis of sexual orientation.



**For more information contact the EEOC at :**

EEOC's customer service representatives are available to assist you in more than 150 languages between 8:00 a.m. and 8:00 p.m. Eastern Time. An automated system with answers to frequently asked questions is available on a 24-hour basis. You can reach EEOC:

By phone:

**1-800-669-4000**



# Teen Labor Laws and Safety in the Workplace

The following information contains  
tips about workplace safety and labor  
laws that apply specifically to teens.

Contact the Career Visions Office  
at

661.259.0033

if you need assistance!

SAFE

JOBS 4 YOUTH



[www.youngworkers.org](http://www.youngworkers.org)

Authorized by the Labor Research and Education Program of the National Labor Relations Board. Sponsored by the California Department of Industrial Relations and the Labor Research and Education Program of the National Labor Relations Board.

# Are You a Working Teen?

## Protect Your Health! Know Your Rights!



### Could I Get Hurt or Sick on the Job?

- 18-year-old Sylvia caught her hand in an electric cabbage shredder at a fast food restaurant. Her hand is permanently disfigured and she'll never have full use of it again.
- 17-year-old Joe lost his life while working as a construction helper. An electric shock killed him when he climbed a metal ladder to hand an electric drill to another worker.
- 16-year-old Donna was assaulted and robbed at gunpoint at a sandwich shop. She was working alone after 11 p.m.

Every year nearly **70 teens under 18 die** from work injuries in the United States. Another **84,000 get hurt** badly enough that they go to a hospital emergency room.

Why do injuries like these occur? Teens are often injured on the job due to unsafe equipment, stressful conditions, and speed-up. Also they may not receive adequate safety training and supervision.

Teens are much more likely to be injured when they work on jobs they are not allowed to do by law.

### What Hazards Should I Watch Out For?

Type of Work	Examples of Hazards
Janitor/Clean-up	<ul style="list-style-type: none"><li>• Toxic chemicals in cleaning products</li><li>• Blood on discarded needles</li></ul>
Food Service	<ul style="list-style-type: none"><li>• Slippery floors</li><li>• Hot cooking equipment</li><li>• Sharp objects</li></ul>
Retail/Sales	<ul style="list-style-type: none"><li>• Violent crimes</li><li>• Heavy lifting</li></ul>
Office/Clerical	<ul style="list-style-type: none"><li>• Stress</li><li>• Harassment</li><li>• Poor computer work station design</li></ul>

## What Are My Rights on the Job?

By law, your employer must provide:

- A safe and healthful workplace.
- Training about health and safety, including information on chemicals that could be harmful to your health.
- Protective clothing and equipment.
- At least the California minimum wage, \$6.75 an hour. (City minimum wages may be higher.) In some cases, employers can pay less than minimum wage during your first 160 hours of work, if you have no previous similar experience. For more information, contact your local Labor Standards Enforcement office. [www.dir.ca.gov/DLSE/](http://www.dir.ca.gov/DLSE/).
- Workers' compensation benefits if you are hurt on the job. These include:
  - Medical care for your injury, whether or not you miss time from work.
  - Payments if you lose wages for more than 3 days or if you are hospitalized overnight.
  - Other benefits if you become permanently disabled.

You also have a right to:

- Report safety problems to Cal/OSHA.
- Work without racial or sexual harassment.
- Refuse to work if the job is immediately dangerous to your life or health.
- Join or organize a union.

## Is It OK to Do Any Kind of Work?

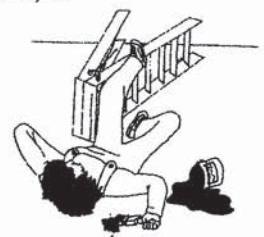
**NO!** There are laws that protect teens from doing dangerous work.

**In California no worker under 18 may:**

- Drive a motor vehicle on public streets as a main part of the job
- Drive a forklift
- Use powered equipment like a circular saw, box crusher, meat slicer, or bakery machine
- Work in wrecking, demolition, excavation, or roofing
- Work in logging or a sawmill
- Handle, serve, or sell alcoholic beverages
- Work where there is exposure to radiation

**Also, no one 14 or 15 years old may:**

- Do any baking activities
- Cook (*except* with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that automatically lower and raise the baskets)
- Work in dry cleaning or a commercial laundry
- Do building, construction, or manufacturing work
- Load or unload a truck, railroad car, or conveyor
- Work on a ladder or scaffold



## Are There Other Things I Can't Do?

**YES!** There are many other restrictions regarding the type of work you can and cannot do.

If you are **under 14**, there are even stricter laws to protect your health and safety.

Check with your school counselor or job placement coordinator to make sure the job you are doing is allowed.

## Do I Need a Work Permit?

**YES!** If you are under 18 and plan to work, you must get a work permit from your school or school district office (unless you have graduated).



## What Are My Safety Responsibilities on the Job?

To work safely you should:

- Follow all safety rules and instructions
- Use safety equipment and protective clothing when needed
- Look out for co-workers
- Keep work areas clean and neat
- Know what to do in an emergency
- Report any health and safety hazard to your supervisor

## Should I Be Working This Late or This Long?

California child labor laws protect teens from working too long, too late, or too early.

This table shows the hours teens may work. (Some school districts may have more restrictive regulations. Also, there are some exceptions for teens in Work Experience Education programs.)

Work Hours for Teens		
	Ages 14 and 15	Ages 16 and 17
<b>Work Hours</b>	<ul style="list-style-type: none"><li>• 7 am–7 pm, from Labor Day–June 1</li><li>• Not during school hours</li><li>• 7 am–9 pm, from June 1–Labor Day</li></ul>	<ul style="list-style-type: none"><li>• 5 am–10 pm when there is school the next day</li><li>• 5 am–12:30 am when there is no school the next day</li></ul>
<b>Maximum Hours When School Is in Session</b>	<ul style="list-style-type: none"><li>• 18 hours a week, but not over:<ul style="list-style-type: none"><li>• 3 hours a day on school days</li><li>• 8 hours a day Saturday–Sunday and holidays</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 48 hours a week, but not over:<ul style="list-style-type: none"><li>• 4 hours a day Monday–Thursday</li><li>• 8 hours a day Friday–Sunday and holidays</li></ul></li></ul>
<b>Maximum Hours When School Is not in Session</b>	<ul style="list-style-type: none"><li>• 40 hours a week</li><li>• 8 hours a day</li></ul>	<ul style="list-style-type: none"><li>• 48 hours a week</li><li>• 8 hours a day</li></ul>



## What If I Get Hurt on the Job?

- Tell your supervisor right away. If you're under 18, tell your parents or guardians too.
- Get emergency medical treatment if needed.
- Your employer must give you a **claim form**. Fill it out and return it to your employer. This helps ensure that you receive workers' compensation benefits.

## Workers' Compensation: Did You Know?

- You can receive benefits:
  - Even if you are under 18.
  - Even if you are a temporary or part-time worker (in most cases).
- You receive benefits no matter who was at fault for your job injury.
- You don't have to be a legal resident of the U.S. to receive workers' compensation benefits.
- You can't sue your employer for a job injury (in most cases).
- You can see your own doctor if you give your employer the doctor's name and address *before* you are injured.

*You have a right to speak up!*

It is illegal for your employer to fire or punish you for reporting a workplace problem or injury, or for claiming workers' compensation.

## What If I Need Help With a Safety Problem?

- Talk to your supervisor about the problem.
- Talk to your parents or teachers.
- Talk to your job training representative.
- Talk to your union representative (if any).
- For health and safety information and advice, call the California Resource Network for Young Worker Health and Safety. Many materials are available in Spanish.  
☎ (888) 933-TEEN [www.youngworkers.org](http://www.youngworkers.org)
- If necessary contact one of these California government agencies (a local phone number can be found in the State Government pages).
  - **Cal/OSHA** (under Industrial Relations Dept., Occupational Safety and Health) for information about making a health or safety complaint.  
☎ (800) 963-9424 [www.dir.ca.gov/DOSH](http://www.dir.ca.gov/DOSH)
  - **Labor Standards Enforcement** (under Industrial Relations Dept.) to make a complaint about wages or work hours. Check this website for your local office.  
[www.dir.ca.gov/DLSE](http://www.dir.ca.gov/DLSE)
  - **Fair Employment and Housing** to make a complaint about sexual harassment or discrimination.  
☎ (800) 884-1684 [www.dfeh.ca.gov](http://www.dfeh.ca.gov)
  - **Workers' Compensation – Information and Assistance** (under Industrial Relations Dept.) to get information about benefits for injured workers.  
☎ (800) 736-7401 [www.dir.ca.gov/DWC](http://www.dir.ca.gov/DWC)

## TV GAME QUESTIONS

	Workers' Rights	Job Hazards	Teens and the Law	Taking Action
<b>\$100</b>	Who must pay for your medical care if you get hurt on the job?	Define the term "job hazard."	True or False? Everyone under 18 needs a work permit to get a job.	Name two ways to avoid getting injured on the job.
<b>\$200</b>	True or False? Your employer is required by law to give you health and safety training.	Name three hazards that a worker at a fast food restaurant might face.	If you are 14 or 15, how many hours can you work on a school day?	Name two steps you should take when you discover a hazard on the job.
<b>\$300</b>	How much is the minimum wage now, and can you be paid less?	Give one reason why teens should learn about job hazards.	True or False? Teens under 18 are allowed to drive motor vehicles on the job.	True or False? If you get injured on the job, you can sue your employer.
<b>\$400</b>	True or False? Your employer is required by law to give you any protective clothing and equipment you need.	Name one way to protect workers from slippery floors.	If you are 16 or 17, how late can you work on a school night?	True or False? You should tell your supervisor about a hazard before you complain to a government agency.
<b>\$500</b>	True or False? You can't join a union to protect your rights if your boss won't let you.	Name one job hazard that doesn't affect your health right away, but may have effects later.	Whom can you contact if your employer doesn't pay minimum wage, or assigns you illegal hours?	What agency enforces state health and safety laws and takes complaints from workers?



# Conflict Resolution in the Workplace and

## Tips for Keeping Your Job!

# Conflict Resolution in the Workplace



## Introduction

Friction in the workplace can be stressful and counterproductive for everyone involved. Learn to approach the person with whom you are struggling and resolve the situation.

### Steps you can take:

#### Step One

**Decide** whether you want to confront the person who is bothering you. It is usually better to air grievances in the open than to let them fester.

#### Step Two

**Speak to the other person calmly, politely and rationally.** Focus on the situation and facts, avoiding gossip and personal attacks.

#### Step Three

**Be assertive without being aggressive.** Be careful not to express hostility in your posture, facial expression or tone.

#### Step Four

**Listen** to the other person carefully: What is she trying to say? Be sure you understand her position.

#### Step Five

**Express interest** in what the other person is saying. You can acknowledge her ideas without necessarily agreeing or submitting. Saying, "I understand that you feel this way. Here's how I feel..." acknowledges both positions.

#### Step Six

**Communicate clearly** what you want, offering positive suggestions and recommendations. Be willing to be flexible.

#### Step Seven

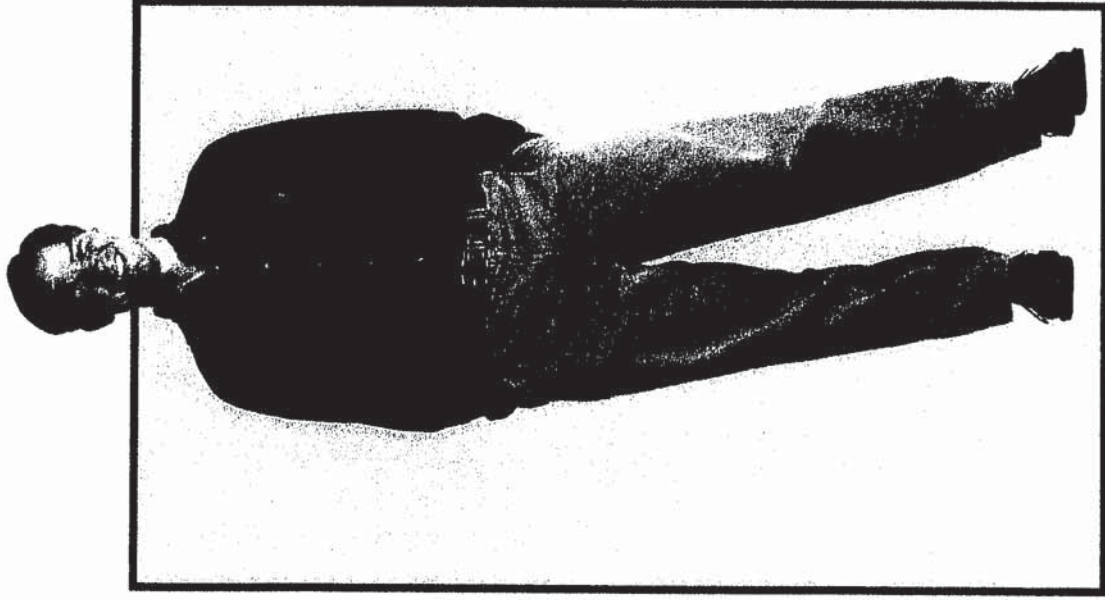
**Speak to your supervisor** if a problem with a difficult co-worker seriously threatens your work, but **avoid whining**.

## Tips & Warnings

- Deal with problematic personalities by trying to understand what motivates their behavior, then tailoring your actions to work with that personality type. Once you grasp why people behave as they do, you will be able to interact with them more effectively.
- For example, be firm with bullies at work ' don't allow them to pressure you into doing anything unwanted. Be forceful in your opinions, but act with a bit of caution.
- Around complainers, avoid acting too sympathetic if you feel their complaints are ill-founded; instead, ask what sorts of actions they plan to take to change the situation. Squarely ask them what they want.

## Have a Good Attitude

*A Smile a Day Brings in the Pay!*



## How to Keep a Job

**Congratulations - You have a new job!**

Here are some tips on how to keep it:

- Be on time, every day
- Work hard and complete your assignments
- Listen carefully to instructions and ask questions if you don't understand
- Keep your eyes and ears open - watch and learn
- Show initiative
- Keep a positive attitude
- Be willing to accept constructive criticism
- Call in if you are sick, or make arrangements in advance if you know you need to miss work
- Be polite and show a sense of humor



# Leaving A Job

## Your Resignation Letter

- There's a right and a wrong way to leave a job.

A resignation letter gives an employer formal notice of your intent to quit; allowing time to find your replacement and preserve a positive recommendation!

- Using the Data Wizard, format a sample resignation letter for future reference

# I Quit! How to Resign from Your Job

From Alison Doyle

## Resignation Advice

Turning in your resignation isn't always easy. Even if you hate your job, hate your boss and can't wait to start that new job; even if you are about to be fired, it can be difficult to resign tactfully. First of all, be sure that you really do want to quit. Then, handle your resignation as carefully as you would handle any other business endeavor. It's always wise to not burn bridges. You never know when you will need your past employers for a reference.

### Resignation Pros and Cons

Before you make the decision to quit, be absolutely sure that this is the right decision. An employee once called me the day after she started her new job. She hated it, regretted resigning and wanted to come back. By the time we heard from her, we had already filled the position and she was out of luck.

If you're not sure about the position you are considering taking, ask if you can spend a day in the office "shadowing" the staff. It may reinforce your decision to take the position or help you decide you don't want it.

### Weigh the Options

Do you have another job offer? If so, weigh the pros and cons of the new position versus your current position. Consider the work environment, flexibility, salary and benefits in addition to the job responsibilities. How about opportunities to advance? If the new job comes up ahead on all counts and you feel sure that this is the right change to make, don't hesitate.

No new job on the horizon? Before you quit, consider the basics. It will take about three to six months, sometimes longer, to find a new job. Unless you quit for good cause, you may not be eligible for unemployment benefits. Do you have enough savings or other income to manage on? Even if your employment situation isn't the best, you might want to consider hanging on to the job you have, as well your paycheck, and starting your job search before you resign. That old saying that "it's easier to find a job, when you have a job" does hold true.

### Give Notice

If you have an employment contract that states how much notice you should give, abide by it. Otherwise, it's appropriate to offer at least **two weeks notice**.

### No Obligation

If your employer asks you stay longer than two weeks (or the time period in your contract) you have no obligation to stay. Your new employer will be expecting you to start as scheduled, and in a timely manner. What you could do, is offer to help your previous employer, if necessary, after hours, via email or on the phone.

### What to Say

Don't say much more than you are leaving. Emphasize the positive and talk about how the company has benefited you, but, mention that it's time to move on. Offer to help during the transition and afterwards. Don't be negative. There's no point - you're leaving and you want to leave on good terms.

### Write a Resignation Letter

Even if you resign verbally, write a resignation letter. A resignation letter can help you maintain positive relationship with your old employer, while paving the way for you to move on. You never know when you might need that old employer to give you a reference, so it makes sense to take the time to write a polished and professional resignation letter.

### Ask for a Reference

Before you leave, ask for a **letter of recommendation** from your manager. As time passes and people move on, it's easy to lose track of previous employers. With a letter in hand, you'll have written documentation of your credentials to give to prospective employers.



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

## Welcome to the Humboldt County Office of Educations's Personal Data Wizard

This site allows you to access important transitional resources , while storing your most valuable work related documents.

Some of these resources include the following:

### Employment Application Builder

- The information that has been entered will automatically transfer to an Employment Application Template.
- The system will format the list of personal attributes with the student's personal information.
- Application can be printed and added to portfolio for easy reference.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

### Resume Builder

- The Data Wizard will produce a resume after entering personal information and choosing from several pull-down menus addressing, skills, classes, activities and job objectives
- The system has editing capabilities and can be printed.

### Cover Letter Builder

- The information that has been entered will automatically transfer to the Cover Letter Builder.
- The system will format the list of cover letter sentences with the student's personal information.
- The three-paragraph cover letter is editable and can be printed.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

### Thank You Letter Builder

- Information will be automatically transferred to the Thank You Letter Builder

### Resignation Letter Builder

- Information will be automatically transferred to the Resignation Letter Builder

### Budget Builder

- Students can enter estimated monthly wages and estimated costs of 25 items such as rent, groceries, utilities, savings, cash etc.
- The Data Wizard produces a spreadsheet showing monthly totals.
- Students can go back and edit expenses to balance their budget.

### Other Available Resources

Files containing useful information are available to down load for transition students. Examples of files are:

- Reference and Recommendation requests
- Information about turning 18
- Selective Service information
- Information about buying a used car
- Information about banking and credit
- And more.



# Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

To access the site:

- 1) Open your internet browser (ie. Internet Explorer)
- 2) Enter the following address in the ADDRESS bar  
(*not the search bar!*) exactly as it's shown below:

<http://www.hrop.org/wizard/>

- 3) Find the group name : "William S Hart UHSD" using the drop down box and select.

- 4) Enter your username and password:

My username is: \_\_\_\_\_

My Password is: \_\_\_\_\_

- 5) If you have trouble accessing the site, contact Career Visions at (661) 259-0033 X 525

Have Fun!



# Your Work References

# References Are Important!

Before offering you a position most employers will ask you for references. **References are people not related to you who will vouch for you.** Carefully choose your references and let them know that you would like to use them. You want adults who can talk about your strengths and who have a good impression of you.

When starting out in the world of work you may use teachers, guidance counselors, or adult neighbors for your references. But as you gain work experience you will use previous employers, managers or co-workers. References should never be family members. The employer is looking for an impartial opinion of you and family members are never impartial.

**Remember leaving a job on good terms will ensure that you will get a positive reference for your next job! Keep a list of people you might be able to use for a reference and update it as needed.**



# Job Reference Worksheet

## Reference 1

Name:

Address:

Telephone Number:

## Reference 2

Name:

Address:

Telephone Number:

## Reference 3

Name:

Address:

Telephone Number:



## Reference Request

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

I am developing my personal career portfolio. Based on your familiarity with me, would you feel comfortable with me using you as a personal reference on various job applications?

YES

Your:  
Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Not at this time

Thank you for your time and consideration.

Sincerely,

My address and phone number is:

\_\_\_\_\_  
\_\_\_\_\_