

Contact information			
Last name (Family name / surname)		First name (Given name)	
Primary phone		Email	
What is the reason for your visit (Check all that apply): <input type="checkbox"/> Basic needs assistance <input type="checkbox"/> Communication skills <input type="checkbox"/> Interview skills <input type="checkbox"/> Job search techniques <input type="checkbox"/> Support of case manager <input type="checkbox"/> Behavioral health <input type="checkbox"/> Expungement <input type="checkbox"/> Job leads <input type="checkbox"/> Layoff transition support <input type="checkbox"/> Veterans' resources <input type="checkbox"/> Computer skills <input type="checkbox"/> Health/aging/wellness <input type="checkbox"/> Job market information <input type="checkbox"/> Salary negotiation skills <input type="checkbox"/> Vocational skills/training <input type="checkbox"/> Other (Please explain): _____ _____			
How did you hear about the career center? <input type="checkbox"/> Online <input type="checkbox"/> Friend/Family Member <input type="checkbox"/> Sign/Flyer <input type="checkbox"/> Employer <input type="checkbox"/> Community College <input type="checkbox"/> Technical School <input type="checkbox"/> Vocational School <input type="checkbox"/> Rapid Response <input type="checkbox"/> Other (Please specify): _____ _____			
Demographic information			
Gender identity	Selective Service registration <input type="checkbox"/> Yes, registered <input type="checkbox"/> Documented exemption <input type="checkbox"/> Unknown <input type="checkbox"/> Not applicable <input type="checkbox"/> No, not registered	Authorization to work in U.S. <input type="checkbox"/> Citizen of U.S. or U.S. territory <input type="checkbox"/> U.S. resident <input type="checkbox"/> Alien/refugee lawfully admitted to U.S. <input type="checkbox"/> No authorization	
Highest education level completed			
<input type="checkbox"/> No formal education <input type="checkbox"/> High school equivalency diploma <input type="checkbox"/> Grades 1 <sup>st</sup> – 6 <sup>th</sup> completed <input type="checkbox"/> College course work — no degree <input type="checkbox"/> Grades 7 <sup>th</sup> – 9 <sup>th</sup> completed <input type="checkbox"/> Technical course work — no degree <input type="checkbox"/> Some high school completed <input type="checkbox"/> Vocational course work — no degree <input type="checkbox"/> High school diploma <input type="checkbox"/> Certification		<input type="checkbox"/> Associates degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate degree <input type="checkbox"/> Specialized degree	
		Currently attending school? (If no, no response needed) <input type="checkbox"/> Yes, attending an alternative high school <input type="checkbox"/> Yes, attending college <input type="checkbox"/> Yes, attending adult education <input type="checkbox"/> Yes, attending technical school <input type="checkbox"/> Yes, attending vocational school	
Employment information			
Current employment status <input type="checkbox"/> Employed <input type="checkbox"/> Not employed <input type="checkbox"/> Employed with notice of termination <input type="checkbox"/> Employed with notice of military separation		Are you receiving unemployment insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Benefits exhausted	
Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service? <input type="checkbox"/> Yes, I have recently received notice of termination <input type="checkbox"/> Yes, I have recently received notice of military separation <input type="checkbox"/> No, I have not recently received a notice of termination or military separation		Have you performed work as a farm worker or food processor, including packing houses, nurseries, or orchards, for at least 25 days within the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently looking for work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your desired job? _____ _____ _____ _____ _____			

<b>Military service: veterans and their spouses may be entitled to state and federal benefits.</b>			
Are you a <u>member</u> or <u>caregiver</u> who is a spouse or family member to a member of the armed forces who is wounded, ill, or injured and receiving treatment in a military facility or warrior transition unit? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently in the military, a veteran, or the spouse of a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Are you the spouse/dependent of someone in the active-duty military service, National Guard, or Reserves who is currently activated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Public assistance: please provide answers to the following questions if any apply <i>within the last 6 months</i></b>			
Has your household received Temporary Assistance for Needy Family (TANF) payments? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you been determined eligible for or received Supplemental Nutritional Assistance Programs assistance (SNAP — formally known as food stamps)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Have you received General Assistance (GA) payments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Have you received Refugee Cash Assistance (RCA) payments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total number of individuals living in your household	Total income you earned within last 6 months	If <u>employed</u> , name of employer, hourly wage, and hours worked	If <u>not employed</u> , last employer name, hourly wage and date last worked
		Employer:	Last employer:
		Hourly wage \$:	Hourly wage \$:
		Hours worked:	Date last worked:
Signature of applicant		Date	
<b>**AJCC Use Only**</b>			
VoScan card #	CalJOBS user ID#	Right to work documents	
AJCC staff signature			



## AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) RESOURCE ROOM POLICIES

Please help us maintain a friendly and efficient environment in our Research Lab by adhering to the following policies and rules.

- **You must sign in each time you visit the resource room.**
- The Research Lab is available to the public for job search related activities only.
- Put your cell phone on silent or vibrate mode, and use it in the Phone Bank area for business related calls only.
- Be respectful of others by keeping conversations to low voices.
- Keep reference materials (e.g., books, job orders, magazines) in the Research Lab.
- Leave food and drinks at home or in purse/backpack, as we want to protect our equipment and keep our facility clean and professional.
- Children will not be permitted in the Research Lab due to the limited space constraints.

### **COMPUTERS**

- Computers are for *job search-related* purposes only – that means no games, shopping, personal business, etc. Any inappropriate computer use may result in loss of privilege to use the Research Lab.
- Computers cannot be used for more than one (1) hour a day if there are individuals waiting to use the computers.
- Computers may be used to print up to 15 pages per day; exceptions may be made on a case-by-case basis by the Research Lab Specialist.

### **FAX AND COPIER SERVICE**

- A Research Lab Specialist will assist you with the use of the FAX and copy machines.
- The FAX log must be completed before using the FAX machine.
- Up to 10 faxes may be sent per day.
- Up to 15 copies may be made per day.

### **JOB /COMMUNITY INFORMATION BOARD**

- The Information Board(s) in the back of the Research Lab are updated daily.
- Ask a Research Lab Specialist if you want a copy of anything that appears on the board(s).

### **REFERENCE MATERIALS**

- Reference materials must stay in the Research Lab for use by all customers.
- Ask a Research Lab Specialist if you want copies of pages from reference materials.
- Copies up to 15 pages per day of reference materials may be made with some exceptions.

### **CLASSES/TRAINING/CERTIFICATIONS**

- There are many opportunities at the Career Center that are available to you.
- There are many opportunities at the Career Center that are available to you including, but are not limited to, typing test (with certificate), job search classes, resume building, and advanced training.

### **PHONE BANK**

- Phones are available in the Research Lab and are intended for job search-related calls.
- Job search related telephone calls may be made to local phone numbers and other select area codes. Please check with the Research Lab Specialist for more detailed information.

*Thank you and we hope your experience with us is pleasant and successful. Please feel free to complete our confidential customer satisfaction survey available in the Research Lab so we can continue to provide you with quality services.*

I acknowledge that I have read and understand these Research Lab Policies, and that failure to adhere to these policies may result in my ineligibility to use the Research Lab. Further, I understand that America's Job Center of California is not responsible for articles lost or stolen from the Research Lab or any other areas of the Career Center.



**SAN DIEGO METRO REGION AMERICA'S JOB CAREER OF CALIFORNIA**

**CUSTOMER SUSPENSION POLICY ACKNOWLEDGEMENT FORM**

**Failure to comply with the following rules may result in the suspension of privileges of the AJCC network services.**

Any one of the following behaviors or incidents is grounds for immediate suspension of customer privileges from AJCC Network services. The behaviors include, but are not limited to:

- A zero tolerance policy on any violence or threats of violence. Threats are defined as direct or implied expressions of intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property. All threats will be taken seriously. They are not acceptable even in a joking manner;
- Possession of a weapon or explosives;
- Theft, removal, destruction, or unlawful possession of center property or personal belongings of staff, customers, or visitors;
- Improper conduct which leads to personal injury or damage of property;
- Violation or disregard for safety and fire policies;
- Fighting, brawling, or improper, lewd, or indecent conduct;
- Under the influence or use of illegal drugs or other controlled substances; and
- Sexual harassment or harassment on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status, marital status, medical condition, or disability is strictly prohibited.

Harassment is defined as verbal, physical or visual conduct of a discriminatory manner towards employees or customers. Sexual Harassment is defined as unsolicited and unwelcome sexual advances, request for sexual favors, and other verbal, physical, or visual conduct of a sexual nature. This definition includes many forms of offensive behavior, including harassment of a person of the same sex or gender. .

In addition, any one of the following behaviors or incidents is grounds for suspension of customer privileges from the AJCC Network services after a warning is given:

- Unauthorized use of telephones, faxes, computers, or other equipment;
- Tobacco use in unauthorized areas;
- Disruptive conduct towards staff, customers, or visitors;
- Inappropriate or otherwise unruly behavior; and/or
- Under the influence or use of alcohol that impairs judgment.

Every effort will be made by the AJCC operator and partners to resolve any issues with customers prior to suspending privileges.

*I have read, and agree to comply with the above stated rules of the SAN DIEGO METRO REGION CAREER CENTERS.*

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Customer Name (Please Print)

Customer Signature

Date