

Membership Application for San Diego Career Centers

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): Basic needs assistance Communication skills Interview skills Job search techniques Support of case manager Behavioral health Expungement Job leads Layoff transition support Veterans' resources Computer skills Health/aging/wellness Job market information Salary negotiation skills Vocational skills/training Other (Please explain):								
How did you hear about the career center? Online Friend/Family Member Sign/Flyer Employer Community College Technical School Vocational School Rapid Response Other (Please specify):								
Demograhic information								
Gender identity Selective Service registration Yes, registered Documented exemption Unknown Not applicable No, not registered Authorization to work in U Citizen of U.S. or U.S.		erritory U.S. resident						
Highest education level completed								
No formal education ☐ Grades 1 st – 6 th completed ☐ Grades 7 th – 9 th completed ☐ Some high school completed ☐ High school diploma ☐ High school equivalency of College course work — I Technical course work — I Vocational course work — I Certification	o degree Bachelor's degree no degree Master's degree	Currently attending school? (If no, no response needed) Yes, attending an alternative high school Yes, attending college Yes, attending adult education Yes, attending technical school Yes, attending vocational school						
Employment information								
Current employment status ☐ Employed ☐ Not employed ☐ Employed with notice of termination ☐ Employed with notice	Are you receiving unemployment insurance? ☐ Yes ☐ No ☐ Benefits exhausted							
Within the last 12 months, have you received a notice of termina received documentation that you are separating from military se ☐ Yes, I have recently received notice of termination ☐ Yes, I have recently received notice of military separation ☐ No, I have not recently received a notice of termination or mi	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? Yes No							
Are you currently looking for work? Yes No								
What is your desired job?								

Miltary service: veterans and their spouses may be entitled to state and federal benefits.										
Are you a member or caregiver 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? Yes No			Are you currently in military, a veteran, o spouse of a veteran? Yes No	r the						
Public assistance: please provide answers to the following questions if any apply within the last 6 months										
Has your houshold received Temporary Assistance for Needy Family (TANF) payments? ☐ Yes ☐ No Have you been determined eligible for or Supplemental Nutritional Assistance Pro (SNAP — formally known as food stamps ☐ Yes ☐ No		rams assistance	Have you received General Assistance (GA) payments? ☐ Yes ☐ No		Have you received Refugee Cash Assistance (RCA) payments? Yes No					
Total number of individuals living in	dividuals living in within last 6 months and he		If employed, name of and hours worked	f employed, name of employer, hourly wage, and hours worked		If not employed, last employer name, hourly wage and date last worked				
your household	our household Employer:		Employer:	Last employe		Last employer:	ployer:			
Hourly wage \$:		Hourly wage \$:								
			Hours worked:			Date last worked:				
Signature of applicant						Date				
AJCC Use Only										
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.

Customer Name (Please Print) Customer Signature Date



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 <u>immediate</u> 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.

<u>Harassment</u> is defined as verbal, physical or visual conduct of a discriminatory manner towards employees or customers. <u>Sexual Harassment</u> 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 <u>after a warning is given</u>:

- 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.

Customer Name (Please Print) Customer Signature Date