



Oakland Comprehensive One-Stop Career Center  
Oakland Private Industry Council  
1212 Broadway, Suite 100, Oakland, 94612  
(510) 768-4400

*Having a tough time in your job hunt?*

If you're an Oakland resident **OR** were laid off from a company in Oakland

## The Workforce Innovation and Opportunity Act (WIOA) Program can help!

*Some WIOA services that may be offered through our office are the following:*

- 4 Keys to Success: 4-day job search workshop series**  
*(Preparing for Job Search, Writing Resumes, Interviewing, Getting & Keeping the Job)*
- One on One consultation and support with your job search from an Employment Counselor**
- Basic Computer Classes**
- KeyTrain** *(e.g. Basic Skills: Reading, Math, Locating Information; Career Skills: Job Search/Business Etiquette, etc.)*
- Skills Assessments information** *(e.g. basic skills, personality type, transferable skills, interest assessment)*
- Possible Vocational Training or On-the-Job Training (OJT) opportunities** *(based on funding, labor market & need to re-enter the workforce)*
- Possible supportive services based on individual need**  
*(e.g.: transportation, interview clothing, tools, uniforms, union dues, textbooks)*

**SEE REVERSE SIDE FOR INSTRUCTIONS TO APPLY**

America's **JobCenter**  
of California<sup>®</sup>



The Oakland Private Industry Council, Inc. on behalf of the Oakland Workforce Investment Board manages the Oakland Comprehensive One-Stop Career Center, a member of EASTBAY Works. The OPIC is an equal opportunity employer and program operator. Auxiliary aids and services are available upon request to individuals with disabilities. For TDD services, please call: 1-800-735-2922.

# INSTRUCTIONS FOR APPLYING TO THE Oakland Comprehensive Career Center's WIOA Program

**Please read this entire sheet carefully.**  
**You are responsible for completing the following steps**  
**in order to apply for the WIOA Program.**

*Basic computer skills are necessary to move forward in this process. If you would like to sharpen your basic computer skills and/or need an email address, our career center offers beginning computer classes to help you. Pick up a monthly calendar in the career center for dates and class location.*

**Participation in the WIOA program requires active communication by email to provide you with job leads, resource information, recruitment and job fair events. We will request that you check your email at least 3 times per week.**

Computer usage is available at the career center.

## **EMAIL THE FOLLOWING INFORMATION TO:**

**[APPLYOPICWIA@OAKLANDPIC.ORG](mailto:APPLYOPICWIA@OAKLANDPIC.ORG)**

The subject line of your email must include the following:

"< Your Last Name >, < Your First Name > - WIOA Application"

[Example: Doe, John – WIOA Application]

Note: You must type all answers into your email; please ensure you have answered all questions accurately before sending your email. Your answers should correspond with the numbers below.

- 1) CalJOBS username **and** member number (ex: 3000000012345)  
(You must be registered in the CalJOBS: [www.caljobs.ca.gov](http://www.caljobs.ca.gov) please ensure all of your information is updated in your CalJOBS account, information from this site will be used to determine your eligibility for the WIOA Program—inaccurate information may cause a delay with moving forward in the process).
- 2) For all males born after 12/31/1959: Selective Service Registration Number  
(This can be obtained through the following website: <https://www.sss.gov/RegVer/wfVerification.aspx> -- if you are not registered and over the age of 26, you must send a Status Information Letter to Selective Service and receive a notice of explanation back from them before proceeding in the WIOA application process).
- 3) Have you received WIOA services here or at any other EastBay *WORKS* site within the last year? If yes, what site did you receive services from—are you still enrolled in their program?
- 4) **Please attach your most recent resume in MS Word format to your email.** (If you are unsure how to attach your resume to an email, please register for the beginning computer classes available in the career center; staff are also available for **basic** computer assistance in the resource area of the career center).

**You will receive an automated response immediately confirming that your email has been received.**