



# ***When you are having a tough time getting a job, where can you get help?***

The Oakland Private Industry Council  
Workforce Innovation and Opportunity Act (WIOA) Program  
Downtown Oakland Career Center | [www.oaklandpic.org](http://www.oaklandpic.org)  
268 Grand Avenue, Oakland, 94610  
510-858-6742

## **WE CAN HELP — AT NO COST TO YOU!**

### **Here are some WIOA services we may be able to make available:**

- 4 Keys to Success: 2-day job search workshop series** (*Preparing for Job Search, Writing Resumes, Interviewing, Getting & Keeping the Job*)
- One-on-One support with your job search from an Employment Counselor**
- Job Referrals and On-Site Recruiting Events**
- Basic Computer Classes, Typing Speed Development, and Typing Certificates**
- Resume Critique and Interview Preparation** (*resume workshops & one-on-one coaching; mock interviews & video-recorded interview coaching*)
- 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**



The Oakland Private Industry Council, Inc. on behalf of the Oakland Workforce Development Board manages the Oakland 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.

To learn more, attend one of our Workforce Innovation and Opportunity Act (W.I.O.A.) Orientation/Enrollment sessions!

<b>Oakland Comprehensive One-Stop Career Center</b>	
<b><u>Every Tuesday</u></b> 9:00 a.m.	
<b><u>Be prepared to stay for up to 3 hours for each session</u></b>	
<b><i>Sign in at the reception desk 10 minutes before the start</i></b>	
268 Grand Avenue Oakland, CA 94610 510 858-6742	
<b><i><u><a href="mailto:applyopicwia@oaklandpic.org">applyopicwia@oaklandpic.org</a></u></i></b>	

It is not necessary to sign up in advance. **PLEASE BE ON TIME!**

## BRING THE FOLLOWING FOR SAME DAY ENROLLMENT

### DISLOCATED WORKERS

(HAVE RECEIVED UI BENEFITS  
IN THE PAST 2 YEARS)

- A. Lay-off Termination Letter or Applicant Statement
- B. **Proof of UI** (3 check stubs Or UI Award Letter and Claim Filed Letter Or Claim History)
- C. **Proof of 3 jobs** you've applied for. (Example; emails confirming your application was received, email/cover letters sent out, copies of applications submitted)
- D. Social Security Card & I.D./Driver's License (If not a U.S. Citizen, please bring permanent resident card or employment authorization card)
- E. Males born after **12/31/59** must provide proof of registration with the Selective Service
- F. Veterans must provide a copy of **DD 214**
- G. CalJOBS<sup>SM</sup> Registration Card
- H. Bring copy of your resume

### ADULTS

(HAVE **NOT** RECEIVED UI BENEFITS)

- A. Social Security Card & I.D./Driver's License (If not a U.S. Citizen, please bring permanent resident card or employment authorization card)
- B. Males born after **12/31/59** must provide proof of registration with the Selective Service
- C. Veterans must provide a copy of **DD 214**
- D. CalJOBS Registration Card
- E. Bring a copy of your resume.

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



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