



## Employment Development Department

### L.A.-Ventura Workforce Services Division **Job Preparation Academy**

The Job Preparation Academy is a series of workshops that will provide in-depth information and job search skills to participants who, upon completion, will have a competitive advantage when applying for employment opportunities. The Academy will be conducted over a period of three days.

The Academy will cover the following topics:

- Transferrable Skills
- Résumé Critique
- The Online Application Process
- Interview Techniques
- Soft Skills
- Customer Service Skills

#### **WHO CAN APPLY**

Job seekers who are currently unemployed or underemployed and who are willing to commit to a two-week program may apply. Not all applicants will qualify to attend the Academy. Veterans and eligible spouses are entitled to priority of services.

#### **HOW TO APPLY**

Must be registered on CalJOBS<sup>SM</sup>, where the job listings can be found. Bring right to work documents to your local One-Stop Career Center and see the front desk for an application packet.

#### Academy Start Date, Time and Location

**Tuesday, January 15, 2013**

(Session dates: January 15, 16, and 17)  
12 p.m. – 4 p.m.

Career Partners WorkSource  
3505 North Hart Avenue, Rosemead, CA 91770

For more information, contact the Academy Leaders for this session, Esther Sapien and/or Noelia Johnson by phone at 626-814-8234 or fax an application along with a questionnaire and résumé to 626-337-7948 by January 11, 2013.

**\*Participants must be scheduled by the Academy Leaders. No walk-ins.**

L.A.-Ventura Workforce Services' Division  
**Job Preparation Academy**  
*Application*

First Name: _____	Last Name: _____	MI: ____	Today's Date: _____
Address: _____	City: _____	State: _____	Zip: _____
Phone: _____	Email: _____		
SSN: _____	Previous Occupation: _____		
<b>Emergency Contact Information</b>			
Name: _____	Day Phone: _____	Evening Phone: _____	

**RECENT EMPLOYMENT HISTORY**

Name of most recent employer: \_\_\_\_\_

Your Position/Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**JOB SERVICES INQUIRY**

Do you have a current resume? Yes  No  Are you enrolled in CalJOBS<sup>SM</sup>? Yes  No

What types of career are you interested in pursuing? \_\_\_\_\_

\_\_\_\_\_

**VETERANS ONLY**

**Type of Discharge:** Honorable  Dishonorable  Other

**Dates of Service** Date of Entry: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

**Branch of Service:** \_\_\_\_\_

**Academy Location**  
Career Partners WorkSource  
3505 N. Hart Avenue  
Rosemead, CA 91770

**Once you have completed the application, fill out the questionnaire and attach a résumé.**

Send to Academy Leader: Esther Sapien

Phone: 626-814-8234 Fax: 626-337-7948 E-mail: [esapien@edd.ca.gov](mailto:esapien@edd.ca.gov)

L.A.-Ventura Workforce Services' Division  
**Job Preparation Academy**  
*Questionnaire*

Name: \_\_\_\_\_

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

\*Please note: The Academy will be coordinating with various employers, and you may be asked to pass a background check of up to 10 years. Certain positions that become available may also be subject to random drug testing or screening.

1. Tell us about your previous job search efforts; what was your daily job search routine?

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2. Do you consider yourself to be a team player? Give an example of a time when you worked with others on a project as it relates to your work.

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3. What type of work are you interested in?

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4. What have you done over the last year to stay competitive in your desired career field?

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5. During classes, assignments will be given. Are you willing to commit to completing and submitting the assignment as required?

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6. Are you able to commit to the full two weeks required to successfully complete the academy?

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7. What do you consider to be your biggest accomplishment in life?

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8. What kind of hours can you work?

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