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WORK FORCE

HOW TO GET AND KEEP A JOB

AVOID WORKFORCE HEADACHES

LOOKING FOR YOUR FIRST JOB ? A BETTER JOB ?

Visit a **Resource Center** located at the Jobs ETC office nearest you. Choose from a variety of NO FEE programs and services to meet your employment needs.

Tools and Resources Available for Your Employment Needs:

- Receive **personalized employment assistance** from our State Certified Workforce Professionals.
- All Centers are equipped with state-of-the-art computers with internet capability and access to many of local jobs.
- Take advantage of over **850 skill assessments** including: Accounting, Call Center, Financial, Healthcare, Industrial, Legal, Microsoft Software and Tech Test. **Attach the results of your assessments to your resume to demonstrate your proficiencies to employers!**
- Prepare for interviews and boost your confidence by utilizing on-line **computer tutorials** to refresh or improve your skills. Also learn from an **array of workshops** ways you can improve your resume, interviewing skills and networking abilities.

Need a competitive edge ?

Take part in **Work Certification**-- a unique program developed by employers for job seekers. Refresh your skills and earn the credentials employers seek most. Enhance your ability to get a job, keep a job, and move up the career ladder. Master 50 competencies that can make you more competitive in the workforce. Over 90 percent of the graduates find employment within 30 days of graduation and nearly 30% of the program graduates have received promotions. ***Present your certification card to employers to show your competencies.**

What would your card say ?

This card holder has been trained in the areas of:

Reading Comprehension	Job Skills I (Work Maturity)
Business Tools (Computer Plus)	Job Skills II (Employability)
Pre-employment	Business Math
Customer Service	General Business Knowledge
Business Writing	



For more information call 941-361-6090
www.workcertified.org

John E. Successful



Work Certified™
 ID # 000001
 Enhancing the Spirit of America's Workforce

CERTIFIED

Attention Military Veterans

Designated Workforce Professionals work with Military Veterans & Disabled Veterans.

ATTENTION EMPLOYERS

FROM RECRUITING TO TRAINING PROBLEMS SOLVED

Tools and Resources for Your Workforce Needs:

More and more employers are turning to Jobs ETC for assistance with their workforce needs.

For Recruitment

- Online **job postings** and **candidate searches** when you have openings to fill. Choose from more than 65,000 registered job seekers in Manatee and Sarasota Counties and over 2,500 resumes. Visit www.EmployFlorida.com
 - Participation in **quarterly hiring events** on-site at the regional Employment and Training Centers in Bradenton, Sarasota and Venice. Contact the office near you.
- OR**
- Have an **urgent hiring need?** Contact the Center nearest you to arrange for a **customized job fair.**

"We find the quarterly job fairs beneficial and a valuable resource in helping to staff our 16 stores in Bradenton," said **Steve Senay, Field Consultant for 7-Eleven.** "We also take advantage of weekly job fairs. Just last week, we interviewed six people and four are already working for us. We hope that another of the six interviewed will join 7-Eleven soon. Jobs ETC staff is extremely professional and cooperative and they sought ways to assist us with our recruitment efforts."

- Short on Time ?
Jobs ETC can be your business' HR department.

PERSON TO PERSON SERVICES ARE THE KEY TO SUCCESS

All programs and services are Federally Funded & offered to Job Seekers & Employers at NO FEE.



THIS SERVICE IS PROVIDED THROUGH FEDERAL TAX DOLLARS.



Equal Opportunity Employer

Member: Employ Florida
 Jobs ETC is an initiative of the **Suncoast Workforce Board.**

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: Dial 711

www.JobsETC.org

For Training

Do your employees need to refresh or improve their skills? **Help keep your business competitive and boost retention with Employed Worker Training.** Choose from standard or customized training programs. Train your employees on-site or at a local educational institution partnering with Jobs ETC to bring relevant knowledge and skills to advance in their careers at your business.

Not enough space or computers for training? Don't forget about our Mobile Career Opportunity Centers. We can come to you!



Mobile Career Opportunity Centers

- Utilize the 37' mobile recruitment and training center-on-wheels. These centers are equipped with high-tech computer equipment, a variety of software and internet access.
- Standard training includes leadership courses, Microsoft software programs, OSHA training customer service, and more.
- Customized training is available to suit your needs.
- Are your wages competitive? Look to a wealth of **labor market statistics** specific to Manatee and Sarasota Counties and see where you stand. Want to improve your bottom line? Learn about **tax incentives** and **enterprise zone incentives.**

These locations provide resources you can use. Can you find them ?



Jobs ETC	1112 Manatee Avenue East	Phone: 941.714.7449
Jobs ETC	3660 N. Washington Blvd.	Phone: 941.358.4200
Jobs ETC	897 E. Venice Avenue	Venice, FL 34208
Jobs ETC	941.486.2682	Phone: 941.486.2682

Answers:

You Have The Power

The Job Center Page is published every Thursday in the Bradenton Herald, provided by Newspaper In Education. **Please call to sponsor "Job Center Page"** **Brandy Braver**, Newspaper In Education Coordinator (941) 748-0411, ext. 5031 • bbraver@bradenton.com Creative Design The News Foundation and Julie Beacham-Hooie, Page Editor