

EMPLOYMENT SERVICES

At your one-stop career center, businesses and people can easily access free employment information at a single location- Alabama's Career Center. Our money-saving services contribute directly to your bottom line by helping you to find the right job candidate that will be an asset to your business.

The following services are provided at **NO COST**:

- Full-time and part-time workforce procurement available.
- Internet listing services for job openings on Alabama JobLink (conduct a local, state or national employee search).
- Recruitment and screening of all job applicants-we make it easy for you to interview qualified candidates that closely match your job criteria.
- On-site conference rooms for interviewing.
- Rapid Response Team available to help businesses handle mass layoffs.
- Access to federal programs designed to provide tax breaks to businesses for employment of underemployed.
- Access to skills training for current or new employees through Southwest Alabama Partnership for Training and Employment (SWAPTE) training programs.

businesses



ALABAMA'S CAREER CENTER SYSTEM

Mobile Office

515 SPRINGHILL PLAZA COURT
MOBILE, AL 36608
251.461.4146



Need help with your job search? Our employment services representatives will assist you in finding the right job and the right company for you.

The following services are available:

- Employment registration.
- Information on filing unemployment compensation.
- Eligibility determination for Mobile Works' training programs.
- Resource area for self-directed local, state or national job search.
- Computers/data terminals with internet access and basic office software.
- Communication links to employers via fax, phone and e-mail.
- Resume preparation and copying.
- Printed job resource materials.
- Labor market information.
- Typing competency testing.
- Job shops to enhance interview skills



job seekers

TRAINING OPPORTUNITIES

Southwest Alabama Partnership for Training and Employment (SWAPTE) partners with area colleges, universities and technical schools to provide training opportunities for job seekers.

ON THE JOB TRAINING (OJT)

SWAPTE partners with area businesses to underwrite a portion of their training costs. New employees hired through SWAPTE earn a paycheck while receiving specialized on-the-job training in high-wage, high-growth, high-demand industries such as aviation, healthcare, maritime, construction, information technology and advanced manufacturing.

INDIVIDUAL TRAINING ACCOUNTS/SCHOLARSHIPS (ITA)

SWAPTE will provide *tuition assistance for job seekers interested in skill building to advance in their current job or train for a different profession by studying at area colleges and universities. The skills gained will allow them to compete for jobs in the workforce.

SWAPTE YOUTH PROGRAMS

SWAPTE partners with area training providers to provide eligible youth ages 17-21 with the tools needed to become viable members of the workforce. Students receive career guidance, job placement assistance, tutoring, assistance in obtaining their GED and assistance obtaining their career readiness certificate.

www.swapte.org

**some programs may require eligibility determination*

training

Adult Basic Education classes are available at the Alabama Career Center for job seekers needing to enhance literacy and computer skills. Classes are sponsored by Bishop State Community College. The duration of attendance varies according to the needs of the individual. Please visit www.bishop.edu.

ADULT BASIC EDUCATION

SEASONAL WORKER TRANSITION SERVICES

Telamon Corporation, a National Farmworker Jobs program (NFJP), is Alabama's provider of transition services to migrant and seasonal workers.

NFJP provides employment, training and support services to migrant and seasonal farmworkers and their dependents-including help for emergency situations, occupational skills training, remedial education, English as a Second Language classes and help securing year-round, stable employment both in and out of agriculture. Farmworkers and their dependents seeking to upgrade their skills in non-agricultural job opportunities have the chance to attain educational or occupational credentials that increase their job marketability, through agreements with training institutions, private employers and other community partners.

servicios disponibles en español

www.telamon.org

251.304.0391

Vocational Rehabilitation provides specialized job-related services and training to assist people with disabilities in becoming employed. We assist businesses in locating and/or keeping valued employees with disabilities who need special accommodations to perform their job.

VOCATIONAL REHABILITATION SERVICES

SERVICES AVAILABLE

- Vocational evaluation and assessment.
- Vocational training, counseling and guidance assistive technology/equipment.
- Orientation and mobility training.
- Job readiness development and placement.
- Post-employment assistance.

SPECIALITY PROGRAMS

- Supported Employment.
- Traumatic brain injury care coordination.
- Sensory impaired services.
- Business Enterprise Program.
- Older Alabamians System of Information and Services (OASIS).

specialized training



www.rehab.state.al.us

**some programs may require eligibility determination*