

# **PAMPHLET AND APPLICATION**

**Let us be the  
One Stop Center  
for your  
employment needs.**

**Services to  
employers and  
applicants seeking  
employment and  
training at no cost.**

**CAPDD/Arkansas Workforce  
Center is an "equal opportunity  
employer/program" and  
"auxiliary aids and services  
are available upon request to  
individuals with disabilities."**



AR K A N S A S **WORKFORCE** C E N T E R S  
Bringing People and Jobs Together.™

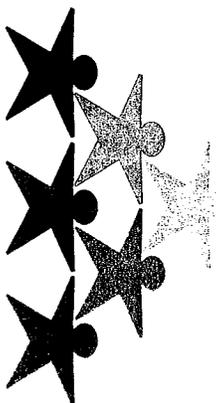
**CENTRAL ARKANSAS LOCATIONS**

- Benton (501) 315-7702
- Saline County
- Brinkley
- Monroe & Prairie County (870) 734-3374
- Conway
- Faulkner County (501) 730-9865
- Lonoke
- Lonoke County (501) 676-2721
- North Little Rock
- Pulaski County (501) 376-4119
- TTV/TDD: 711

**Administrative Office:**

Central Arkansas Planning and Development District, Inc.  
115 Jefferson St. • Lonoke, AR 72086  
(501) 676-2721

Visit us on the Web [www.capdd.org/wfc](http://www.capdd.org/wfc)  
or contact us at C.A. [arkansas.gov](http://arkansas.gov)



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WORKFORCE  
CENTERS**

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Jobs Together.™**

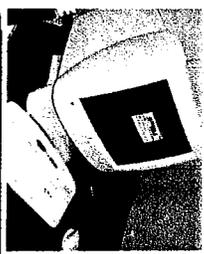


*"Serving our community one person at a time"*



## **Partner Services available at the Workforce Center**

There are many services that are available at NO COST to you.



A Computer Lab is available for you to job search, build resumes or fill out on-line applications.

**Unemployment Insurance Applications**  
Available to assist in filing for unemployment benefits.

**Youth Employment and Training Program**  
Provides 6-8 weeks of academic and work activities in the summer and after school jobs in your community during the school year.

**The Dislocated Worker Program**  
Provides classroom training, on-the-job training or both to individuals unemployed due to an employer "downsizing" or closure.

**American Association of Retired Persons (AARP)** helps mature workers find jobs that make use of their unique skills and abilities.

**Senior Community Service Employment Program**  
Assists mature workers in finding customized employment.

**G.E.D. Exit Option Program**  
Instructors from the local School District assist youth and young adults to prepare for their G.E.D.

## **Upgrade Your Job Skills**

**Gain Work Experience**

**Improve Your Education**



**Workforce Investment Act (WIA)**

Gain the career education and training you need.

Possible assistance with tuition, books, fees, childcare

and other education-related assistance. Activities include

Classroom Training, Dislocated Worker Training and Work

Experience employment.

**The Single Parent Scholarship Fund**

Offers scholarships to single parent students in Central Arkansas.



**WAGE (Workforce Alliance for Growth in the Economy)**

**Adult Education**

Instructors offer Microsoft Office computer Skills Training and preparation to complete the G.E.D.

**Employer Services include:**

- Employee recruitment and screening
- Posting Job Orders
- Labor Market Information
- Work Opportunity Tax Credit Information
- Private interview space
- Electronic "job ready" applicant database
- New and Incumbent Worker training
- Employability workshops and Job Fairs

## **Career Services that are available at the Workforce Center**

Partner Services include:

- Energy Assistance
- Emergency Food & Shelter
- Commodity Distribution
- Case Management Services
- Community Development
- Energy Saving Tips
- Budgeting Classes
- Clothing for Interviews
- TEA/Work Pays Case Management

A Notary Public is available at most locations to provide notary services to customers.

Selective Service Registration can be completed in the center by males requiring to comply with Selective Service Registration.

Resource Coordinators and Resource Area Services:

- Resume Preparation
- Job Search Assistance
- Internet Access
- School Catalogues
- Financial Aid Information
- Tax Preparation Software
- Employability Skills
- Interviewing Techniques
- Computer Lab
- Employment preparation workshops



ONE-STOP CAREER CENTER  
Of Eastern Arkansas  
Arkansas Career Development Network

County \_\_\_\_\_

Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_

Nick Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Telephone \_\_\_\_\_ Alternate \_\_\_\_\_

Pager No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Work No. \_\_\_\_\_ Work Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Work E-mail \_\_\_\_\_

Race \_\_\_ Married \_\_\_ Single \_\_\_ Male \_\_\_ Female \_\_\_

U.S. Citizen \_\_\_ Non-Eligible \_\_\_ Non-Citizen \_\_\_

Date of Birth \_\_\_\_\_

PLEASE TURN CARD OVER

Labor Force: \_\_\_\_\_ Employed \_\_\_ Unemployed \_\_\_

Veteran: \_\_\_ Yes \_\_\_ No Military Discharge Date: \_\_\_\_\_

Disabled Veteran: \_\_\_ Yes \_\_\_ No

Special Disabled \_\_\_ Yes \_\_\_ No

Single Parent: \_\_\_ Yes \_\_\_ No

Number of Children Under Age 7 \_\_\_\_\_

Number of Children age 7-12 \_\_\_\_\_

English is My Primary Language \_\_\_ Yes \_\_\_ No

Highest Grade Completed:

Advanced: \_\_\_\_ Education past bachelor's degree

\_\_\_\_ Bachelor's degree or equivalent

\_\_\_\_ Number of Years

High School: \_\_\_\_ High school graduate \_\_\_\_ GED

School Years: \_\_\_\_ Completed (1-11) \_\_\_\_ None

Equal Opportunity Employment Program