



# GREATER WEST TOWN COMMUNITY DEVELOPMENT PROJECT

## Employment Services & Job Placement

500 N. Sacramento Blvd. Chicago, IL / 312-432-1300

# Employment Assistance Program

## SERVICES

FREE services that we provide include:

- Skills Assessments
- Job Placement & Coaching
- Job Readiness Coaching
- Job Placement and Follow-Up Support
- Resume help
- Interviewing Skills
- Mock Interviews



## WHAT WE DO

The Adult Job Placement Unit helps job seekers find and keep employment. From the moment a prospective job seeker enters our office, we initiate a plan of success.

Our skills assessment program helps job seekers identify the skills that employers are looking for and helps put into perspective the potential that those individuals have.

Our job placement counseling offers job seekers information on career choices, job readiness classes teach valuable skills such as resume writing, interviewing techniques and job search skills.

Our job placement and follow-up support services help clients by offering job leads and continuing an ongoing relationship with job seekers that goes well beyond

## APPOINTMENTS

Application and enrollment into our program is by appointment only.

Call to schedule an appointment  
(312) 432-1300

500 N. Sacramento Blvd.  
Chicago, IL 60612

Our facilities are accessible by CTA public transportation -- including the CTA #52, #66, and #93 buses, and the California and Kedzie Green Line stops.

## REQUIRED DOCUMENTS

Please bring the following documents to your appointment. If you have any questions, feel free to call our office.

- Valid State ID or Driver's license
- Social Security Card

One of the following:

- U.S. Birth Certificate
- U.S. Passport
- Certificate of Citizenship
- Permanent Resident Card or Work Permit

All that apply:

- Last check stub from last employer (if within last 6 months)
- Unemployment Benefit Letter
- Public Aid Award Letter
- Letter from Shelter/Institution (*if homeless*)