

# EMPLOYERS' TRAINING RESOURCE

## Welcome:

You have just taken the first step toward getting the training and education needed to get the job you want! In order to serve you, federal law requires that we gather information from the checklist below in order to establish your eligibility for services. Bring the required documentation and your completed Questionnaire/Application to your eligibility appointment. **Not completing your Questionnaire/Application prior to your eligibility appointment may result in your appointment being rescheduled.** If you are unable to get all the required documents, keep your appointment, but your Questionnaire/Application still must be completed.

1.  **Are you a resident of Kern County?** Bring in your driver's license, a piece of mail addressed to you, a rent receipt or a utility bill verifying your residence.
2.  **Are you legally entitled to work in the United States of America?** We need to see a USCIS immigration document, U.S. passport, driver's license or government issued ID **and** social security card.
3.  **What's the size of your immediate family?** Please bring in something showing your family size, (including yourself), such as birth certificates for each family member, decree of court, rental agreement, marriage certificate, public assistance records such as passport to services or notice of action.
4.  **How much gross income has each of your family members received in the last six months?** Please bring in pay stubs, bank statements, unemployment insurance documents, social security award letter, retirement statements, public assistance records, and statement of earnings.
5.  **Are you a veteran of the United States of America Armed Forces?** If you are, please provide a copy of your most recent DD214.
6.  **Do you have a disability that presents a problem for you when you work?** If you do, we may need a doctor's release before entering some training programs.
7.  **Have you or a family member done seasonal farm work in the past two years?** If so, bring in your W2's; check stubs and tax records for all family members for the past two years.
8.  **Are you a dislocated worker?** If so, please bring layoff notice, Unemployment Insurance Benefit records, verification of business closure, self-employment records, etc.

**Intake Unit – America's Job Center of California (AJCC) 1600 E. Belle Terrace (661)325-HIRE**

**Intake Unit – America's Job Center Affiliate Site (Oildale) 200 China Grade Loop (661) 336-6700**

**NAME** \_\_\_\_\_ **APPOINTMENT**  
**DATE/TIME** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Outside Bakersfield (Toll Free) 1-800-203-2623  
IF YOU CANNOT MAKE YOUR APPOINTMENT, PLEASE CALL TO RESCHEDULE