

NEED A JOB NOW?



*THE CENTER FOR EMPLOYMENT OPPORTUNITIES HAS
TRANSITIONAL JOB OPPORTUNITIES WITH CALTRANS
IN SANTA CLARA COUNTY.*

WHY WORK WITH CEO?

- Start working within a week of referral
- Pick up relevant skills while on the job
- Have a recent job to put on your resume
- Receive Job Coaching and Job Development services to help you get and keep a permanent job
- Earn a paycheck at the end of each day

SERVING PEOPLE ON ACTIVE PROBATION

1. Getting Started:

- a. **If you are currently on Probation in Santa Clara County:** Request a referral from your Probation Officer directly to CEO. Your Probation Officer will let you know if you meet the criteria. Persons with arson convictions and 290 Registrants are not qualified to participate in the program at this time. All participants must be legally able to work in the United States.



- b. Once referred, you attend a 4 day Life Skills Education and orientation class, learning:
- How to discuss your conviction and gaps in your work history
 - How to sell yourself during a job interview
 - Resume writing techniques
 - Job searching skills
 - Work place best practices, including communication, problem solving

Upon successful completion of the 4 day class, you will be hired by CEO and begin working with Caltrans on a transitional job crew the following week, while also working with your Job Developer to find a permanent Job!

2. Forms and Documents Needed:

- Referral Forms from your Probation Officer
- Social Security Card, a Birth Certificate, or Employment Authorization Card
- Photo ID issued from a government agency or school

Contact info for follow up:

- For a referral, follow up directly with your Probation Officer
- To speak with CEO for more info about the program contact:
 - Crystal Talitonu, ctalitonu@ceoworks.org , (669)-220-4761

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