



# My Next Move

**A Six-Week Professional Development Series  
for Job Seekers**

Linking local talent to the jobs they  
want and need

**Beginning Monday,  
January 18th**



**To Learn More, Ask A Career  
Center Advisor Today.**



**JOB TRAINING  
CENTER** WORKFORCE  
SOLUTIONS

A proud partner of America's Job  
Center of California™ Network

# Welcome!

*Thank you for your interest in My Next Move!* Our goal in providing this six-week series is simple: equipping local talent with the latest job search strategies and linking them to a professional network. Research has shown that Job Clubs designed like My Next Move, are one of the most effective job search approaches. According to Richard Bolles, author of *What Color is My Parachute*, 84% of job hunters using this method found employment. Our experienced instructors will provide research-based assessments, assistance maneuvering the labor market, tools to define and strengthen employment goals and one-on-one assistance in every area of job search. As part of this professional network, you'll receive guidance and coaching through a strategic and focused job search.

For optimal results, only eight candidates will participate in each series, so we have an application and selection process in place. Please review the applicant criteria listed below and determine if this program is right for you.

Dates/Times: My Next Move meets January 18—February 26, 2016, Monday, Wednesday and Fridays from 9:30am to 11:30am at the Job Training Center.

## Applicant Selection Criteria

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<b>Professional</b>	Successful applicants should demonstrate professionalism that will contribute to the success of our local businesses. We know that professionalism varies for each industry, so we will focus on what matters for your field of work.
<b>Motivated</b>	Job Search is challenging and requires motivation that defies your current circumstance. Maybe it has been a while since you have felt this type of motivation, but if you have a desire to get it back, we want to hear from you! We want to know that you'll treat your weekly participation in My Next Move as a serious commitment.
<b>Strategic</b>	Successful applicants are willing to proactively engage in a strategic, purposeful and focused job search.
<b>In Career Transition</b>	If you are in the midst of a career transition, please know that our staff have many years of training and expertise helping to navigate the challenging and unique position in which you find yourself. Examples of career transition include individuals who experienced a layoff from their usual line of work; individuals who lost their business due to challenging economic conditions; and homemakers and others reentering the workforce.
<b>Nuts and Bolts</b>	Participants must be able to provide appropriate documentation to work in the United States. Men born after January 1, 1960 need to be registered with selective service ( <a href="http://www.sss.gov">www.sss.gov</a> ).

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## Need More Information?

Contact Korinna Alloway, 718 Main Street, Red Bluff  
Email: [kalloway@jobtrainingcenter.org](mailto:kalloway@jobtrainingcenter.org)  
Phone: 530-529-7000, ext. 111

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## How to Apply

1. Complete an application and submit to Korinna Alloway. Applications can be found online at [www.JobTrainingCenter.org](http://www.JobTrainingCenter.org), at the Job Training Center office or by emailing [KAlloway@JobTrainingCenter.org](mailto:KAlloway@JobTrainingCenter.org).
2. If possible, please submit an example of a cover letter and resume that you've recently used.
3. A representative will contact you within four business days to further discuss the application process.

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*The Job Training Center is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Visit [www.JobTrainingCenter.org](http://www.JobTrainingCenter.org)*

# Background Information Form



Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Last Four Digits of Social Security Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

What has been your usual job in the last five years? \_\_\_\_\_

## Employment

**Employment Status:** Please check all that apply:  Unemployed 0-6 months  Unemployed 6-12 months  
 Unemployed 12+ months  Employed Full-time  Employed Part-time  Laid off within the last three years

**Employment goal in the next six months,** check no more than two:  Gain full-time employment  Gain part-time employment  Gain more than one part-time job  Relocate to find full-time employment  Attend a college/vocational school to attain a certificate  Attend a college to earn a degree

**In which industries are you pursuing employment?** Check no more than two:

- Agriculture & Natural Resources  Education, Child Development & Family Services  Energy & Utilities  Transportation
- Engineering & Design  Finance  Health Science & Medical Technology  Hospitality, Tourism & Recreation
- Information Technology  Marketing & Sales  Manufacturing & Product Development  Public & Social Services

**List three job titles you feel qualified for today:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**In which counties are you willing to accept employment?**  Tehama  Butte  Shasta  Glenn  Other \_\_\_\_\_

**In your opinion, what is a reasonable pay range you expect from an employer?** Take into account your skills, years experience, education and this labor market? \_\_\_\_\_ - \_\_\_\_\_ per hour.  
(min) (max)

**What types of services or information are you interested in receiving? Check all that apply:**

- High-growth occupations
- Traditional and/or online training programs
- Local networking or volunteer opportunities
- Financing a relocation
- Ongoing email job leads
- Financial planning after a layoff
- How to become more competitive in this job market
- Financing your short-term training (1.5 years or less)
- Unemployment Insurance information
- Networking group (regular meeting times, guest speakers, networking activities, etc.)
- Job search strategy, interviewing preparation, resume writing, cover letter writing, or wage negotiation
- How to remain positive and feel confident while job searching
- Typing tests, skill assessments, basic career assessment, food handlers card, computer classes, etc.
- Career assessments or assistance identifying a career goal
- Of the services listed above, which one are you most interested in? \_\_\_\_\_

**Education Attainment:**  Less than High School Diploma  High School Diploma  GED  1-59 College units completed  60-150 College units completed  Vocational Certificate  Associate's Degree  Bachelor's Degree  Master's Degree  Doctorate or PhD  Other \_\_\_\_\_

**List most recent certificate/degree attained:** \_\_\_\_\_

## Experience and Challenges with Job Search

**What job search activities have you done during the last three months?**  I've not actively job searched  
 Checked Internet job boards  Wrote a resume  Customized a resume  Developed and contacted my personal network  Regularly followed-up with my personal network and employers  Made a list of employers to contact  
 Contacted employer directly, vacancy or not  Attended a job club  Signed up with temporary employment agencies  
 Checked newspaper ads  Conducted a skills inventory  Applied to jobs in career centers  Joined industry clubs or organizations to network  Volunteered in a closely related field  Prepared for an interview/mock interview

**What do you perceive to be the most challenging aspects of job search? Check all that apply:**

- Not hearing back from employers after submitting an application or resume
- Finding job postings that don't match my skill set or interests
- Not knowing how to expand my personal and professional network
- Maintaining my motivation, confidence, hope and excitement
- Answering difficult interview questions/preparing for the interview
- Customizing my resume for each job application
- Navigating online job boards and online applications
- Not understanding the most effective follow-up with employers after submitting an online job application
- Of the challenges listed above, which one are you most frustrated with? \_\_\_\_\_

**Do you have any physical, mental or medical conditions that may limit your employment options**  No  Yes  
If yes, please list limitations. \_\_\_\_\_

**Have you ever been convicted of a criminal offense (felony or misdemeanor)?**  Yes  No  
If yes, state nature of the offense and when and where convicted \_\_\_\_\_

**Please answer the questions below:**

- Do you have reliable transportation?  Yes  No
- Are you comfortable using a computer for resume writing, job search or email purposes?  Yes  No
- Do you feel comfortable with your English language skills?  Yes  No
- Do you have sufficient childcare during scheduled job search time?  Yes  No
- Have you had multiple positions within the last five years?  Yes  No
- Is your resume somewhat incomplete or very basic?  Yes  No
- If you had an interview scheduled today, would you feel prepared?  Yes  No
- Do you believe there are few job postings that include your particular skill set?  Yes  No

## Special Skills

**Please list any languages you speak, read or write other than English** \_\_\_\_\_  
**Do you have any other special skills, licensing or certifications you feel will help you gain employment?** \_\_\_\_\_

**Computer Skills: Please mark your current skill level.**

MS Word

- Proficient: I can honestly tell an employer I need no direction.
- Intermediate: I've worked on it quite a bit, but occasionally have questions or need tutorials.
- Basic: I only know simple functions.
- No experience.

MS Excel

- Proficient: I am comfortable creating, editing and reviewing formulas, creating charts, pivot tables and all levels of formatting, I can honestly tell an employer I will need no direction.
- Intermediate: I am comfortable creating spreadsheets, creating basic formulas and most levels of formatting, I've worked on it quite a bit but occasionally have questions or need tutorials.
- Basic: I only know simple functions.
- No experience.

Please List Other Programs: (Use back of page for more space)

# Employment History

List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment. **You must complete this section even if attaching a resume.**

<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>	<b>Hours Worked</b>
		<b>From</b>	<b>To</b>		
<b>Address</b>				<b>Reason for Leaving</b>	
<b>Telephone Number(s)</b>		<b>Hourly Rate/Salary</b>			
		<b>Starting</b>	<b>Final</b>		
<b>Job Title</b>	<b>Supervisor</b>			<b>May we contact this employer for a reference?</b>	
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>	<b>Hours Worked</b>
		<b>From</b>	<b>To</b>		
<b>Address</b>				<b>Reason for Leaving</b>	
<b>Telephone Number(s)</b>		<b>Hourly Rate/Salary</b>			
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		<b>Starting</b>	<b>Final</b>		
<b>Job Title</b>	<b>Supervisor</b>			<b>May we contact this employer for a reference?</b>	

## Getting to Know You

1. What do you hope to gain from attending *My Next Move*?
2. If you are in the midst of a career transition, please explain your situation. Include where you were working, what you were responsible for in your position, how long you worked there, why you're no longer working there, and what you've done to find another job.
3. What do you find to be the most frustrating part of your current situation?
4. Please list 3-8 businesses within your job search area that you feel would benefit from your skill set.

### Next Steps

Thank you for your interest in *My Next Move*. We look forward to reviewing your application and will be contacting you to discuss your specific goals. Successful applicants will be notified that they are moving forward and scheduled for an Interview. It's an opportunity for our team to get to know you, become familiar with your goals and discuss any additional information not covered in the application.

—Job Training Center