Job Readiness

Identification Documents: All U.S. employers must complete an Employment Eligibility Verification Form for each individual they hire. Before you begin your job search, we suggest you have in your possession, a state-issued identification card or driver's license, social security card and/or birth certificate to prove that you are eligible to work in the United States. For more information see the Required Identification link.

Master Job Application: Do you struggle with remembering dates, addresses, skills, supervisor's names and phone numbers? Have a master job application that you can refer to when filling out those long applications so you have all the information you need to fill out any job application completely. For more information click Job Applications.

Resume, Refeferences and Cover Letter: Some employers will interview you the day you come in to fill out an application. Bring a copy of your resume and references when you are out looking for a job, at a job fair, or networking. For more information about resumes, cover letters and references, at look at Resumes.