



## **WELCOME TO SACRAMENTO WORKS JOB CENTERS (SWJC)**

If you haven't already done so, accessing the CalJOBS.ca.gov site is your ticket to a full range of features and services that will assist you in your job search needs! The attached packet provides you with everything you need to begin this process. Become a member today!

### **Why complete the packet?**

Completing the CalJOBS registration allows you to save personal information, settings and preferences that make using the system easier and more efficient during future visits. It also allows you access to customized Resume building tools, career assessment tools, and automated job search tools that deliver job opportunities to your personal system message box, or personal email address! **Everything you need to conduct a successful job search!**

### **What does this packet include?**

1. CalJOBS Registration – *Job Center Staff will instruct you as to what you will need to complete online.*

*A hard copy can be provided upon request.*

2. Job Seeker's Code of Conduct
3. WIOA Complaint/Grievance Procedures
4. SWJC Authorization for Release of Confidential Information

**All personal information entered into the system is held strictly confidential!**