



Complaint Information Form

U.S. Department of Labor Civil Rights Center

1. Complainant Information:

State your name and address:

National Employment Law Project
405 14th Street, Suite 1400
Oakland, CA 94612
Attn: Maurice Emsellem

Your telephone number(s):

Home Number: () -

Work Number: (510) 663 - 5700

2. Respondent Information:

Provide name and address of agency involved:

Primary Recipient

New Jersey Department of Labor & Workforce
Development
John Fitch Plaza
Trenton, NJ 08625
Telephone Number: (609) 292 – 1070

Subrecipients

State Employment and Training Commission
PO Box 940
Trenton, NJ 08625
Telephone Number: (908) 558 – 2567

Union County Workforce Investment Board
Department of Economic Development
10 Elizabethtown Plaza
Elizabeth, NJ 07207
Telephone Number: (908) 558 – 2567

Mercer County One-Stop Career Center
26 Yard Avenue
Trenton, NJ 08650
Telephone Number: (609) 989 – 6523

Union County
10 Elizabethtown Plaza
Elizabeth, NJ 07207
Telephone Number: (908) 527 – 4000

Mercer County Workforce Investment Board
640 South Broad Street, Suite 423
Trenton, NJ 08650
Telephone Number: (609) 989 – 6555

Middlesex County Workforce Investment Board
506 Jersey Avenue
New Brunswick, NJ 08901
Telephone Number: (732) 745 – 3601

New Brunswick One-Stop Career Center
550 Jersey Avenue
New Brunswick, NJ 08901
Telephone Number: (732) 937 – 6200

Union County One Stop Career Center
200 W. Second Street, 2nd Floor
Plainfield, NJ 07060
Telephone Number: (908) 757 – 9090

3. What is the most convenient time and place for us to contact you about this complaint?

Monday through Friday, 9:00 am – 5:00 pm PST

4. To your best recollection on what date(s) did the discrimination take place?

Date of first occurrence: 2009

Date of most recent occurrence: Continuing

5. Have you ever attempted to resolve this complaint at the local Level? ☒ No or ☐ Yes

a. Have you been provided with a final decision at the local level regarding your complaint?

☐ No ☐ Yes

Date of final decision (if any)

b. Have 90 days elapsed since you filed or attempted to file this complaint at the local level?

☐ No ☐ Yes

Date you filed or attempted to file your complaint at the local level.

6. Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.

The above listed entities, including the primary recipient and subrecipients of federal Workforce Investment Act (WIA) funds in New Jersey, are liable under Section 188 of WIA (28 U.S.C. § 2801) and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) for job advertisements posted in New Jersey that contain express refusals to consider applicants with a criminal record.

Blanket hiring restrictions that exclude anyone with a prior felony and/or misdemeanor criminal record from employment have a “disparate impact” on African Americans, Latinos and other racial and ethnic groups protected against discrimination by the nation’s civil rights laws. Because of the disproportionate impact on people of color, the Equal Employment Opportunity Commission (EEOC) has issued guidelines requiring that hiring restrictions based on a criminal record be “job related” and consistent with “business necessity,” thus taking into account the nature, age and relationship of the criminal record to the job at issue. Of special significance to this complaint, the EEOC guidelines also state that “an absolute bar to employment based on the mere fact that an individual has a criminal record is unlawful under Title VII.” U.S. Equal Employment Opportunity Commission, *Policy Statement on the Issue of Conviction Records Under Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000 et seq.* (1982).

Like Title VII, the U.S. Department of Labor’s Title VI regulations mandate that facially neutral policies that have the effect of discriminating against a protected group – such as job postings that deny employment to people with a criminal record – require special scrutiny (29 C.F.R. § 31.3(b)(2)). According to the Department of Justice (DOJ), Civil Rights Division guidelines regulating Title VI, a recipient and subrecipient of federal funds must establish a “substantial legitimate justification” for a challenged “disparate impact” policy, which is similar to the standard of “business necessity” under Title VII. U.S. Department of Justice, Title VI Legal Manual, Section VIII, B. (January 11, 2001).

Accordingly, the attached job postings circulated by WIA-funded programs in New Jersey, which broadly deny employment to people with a criminal, violate Title VI. For example, Mercer County One-Stop Career Center posted job ads expressly stating, “NO FELONES will be considered” and “No felonies or misdemeanors for 10 years.” The Union County One Stop Career Center advertised a recruiting event at their office and stated, “Company has lifetime policy and will not except [sic] any candidates with felonies. NO EXCEPTIONS PLEASE !!!” The ads attached to the present complaint were collected over a limited period of time, mostly from on-line sources that are readily available to the public. Because this is a small sample of thousands of job ads circulated

by WIA-funded activities in New Jersey, the total number of discriminatory ads most likely exceeds those identified in the current complaint.

Pursuant to Title VI and Section 188 of WIA, DOL should investigate the New Jersey Department of Labor and Workforce, which is the recipient of WIA funds for Title VI purposes, the State Employment and Training Commission, the local Workforce Investment Boards, the local One Stop Career Centers and the other subrecipients of WIA funding identified in the complaint. Given the pervasiveness of the practice, DOL's investigation and enforcement actions should extend to all the WIA-funded job search related activities in New Jersey, not just to the specific programs identified in the present complaint. To correct for these violations, DOL should require that all such programs desist from posting job ads that violation the civil rights of people with a criminal record. In addition, DOL should issue guidelines to WIA-funded program on the civil rights and consumer protections that apply to criminal background checks for employment and initiate an aggressive outreach and education campaign in partnership with other appropriate federal and state civil rights agencies, targeting the employer community and workers who receive WIA-funded services.

For DOL use only

CIF Received by CRC: _____ **Accepted** _____ **Not Accepted**

Case Number _____

By:

Date:

OMB Control Number 1225-0077 Exp. Date 5/31/2011

DL 1-2014a (Rev'6/87)

7. To the best of your knowledge, which of the following Department of Labor programs were involved? (Check one)

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> Workforce Investment Act (WIA) | <input type="checkbox"/> OSHA | <input type="checkbox"/> Unemployment Insurance | <input type="checkbox"/> New Directions |
| <input type="checkbox"/> Job Training (JTPA) | <input checked="" type="checkbox"/> Job Service | <input type="checkbox"/> Job Corps | <input type="checkbox"/> Displaced Worker |
| <input type="checkbox"/> MSHA | <input type="checkbox"/> WIN | <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Other: Specify |
| <input checked="" type="checkbox"/> Welfare to Work | <input type="checkbox"/> Youth | <input type="checkbox"/> Older Americans | |

8. Basis of Complaint: Which of the following best describes why you believe you were discriminated against: (Check)

- ☒ Race: Specify
☐ Color: Specify
☐ Religion: Specify
☒ National Origin: Specify
☐ Sex: Specify [] Male [] Female
☐ Age: Specify Date of Birth:
☐ Disability: Specify
☐ Political Affiliation: Specify
☐ Citizenship: Specify
☐ Reprisal/Retaliation: Specify
☐ Other: Specify

9. Do you think the discrimination against you involved: (Check one)

☒ Your job or seeking employment?
or

☐ Your using facilities or someone providing/not providing you with services or benefits?

If so, which of the following are involved?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Hiring | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Transition | <input type="checkbox"/> Access/Accommodation |
| <input type="checkbox"/> Wages | <input type="checkbox"/> Union Representation |
| <input type="checkbox"/> Job Classification | <input type="checkbox"/> Union Activity |
| <input type="checkbox"/> Discharge/Termination | <input checked="" type="checkbox"/> Application |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Enrollment |
| <input type="checkbox"/> Training | <input checked="" type="checkbox"/> Referral |
| <input type="checkbox"/> Transfer | <input checked="" type="checkbox"/> Exclusion |
| <input checked="" type="checkbox"/> Qualification/Testing | <input checked="" type="checkbox"/> Placement |
| <input type="checkbox"/> Grievance Procedure | <input type="checkbox"/> Benefits |
| <input type="checkbox"/> Layoff/Furlough | <input type="checkbox"/> Performance Appraisal |
| <input type="checkbox"/> Recall (From Layoff-Furlough) | <input type="checkbox"/> Discipline/Reprimand |
| <input type="checkbox"/> Seniority | <input type="checkbox"/> Intimidation/Reprisal |
| <input type="checkbox"/> Other: Specify | |

10. Why do you believe these events occurred?

11. What other Information do you think is relevant to our investigation?

12. If this complaint is resolved to your satisfaction, what remedies do you seek?

Pursuant to Title VI and Section 188 of WIA, DOL should investigate the New Jersey Department of Labor and Workforce, which is the recipient of WIA funds for Title VI purposes, the State Employment and Training Commission, the local Workforce Investment Boards, the local One Stop Career Centers and the other subrecipients of WIA funding identified in the complaint. Given the pervasiveness of the practice, DOL's investigation and enforcement actions should extend to all the WIA-funded job search related activities in New Jersey, not just to the specific programs identified in the present complaint. To correct for these violations, DOL should require that all such programs desist from posting job ads that violation the civil rights of people with a criminal record. In addition, DOL should issue guidelines to WIA-funded program on the civil rights and consumer protections that apply to criminal background checks for employment and initiate an aggressive outreach and education campaign in partnership with other appropriate federal and state civil rights agencies, targeting the employer community and workers who receive WIA-funded services.

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
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14. Do you have an attorney?

☐ Yes ☐ No

If yes, please provide name, address and phone:

<u>Attorney Name</u>	<u>Address</u>	<u>Telephone Number</u>
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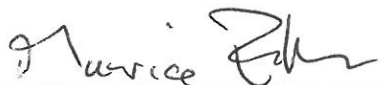
15. Have you filed a case or complaint with any of the following?

- ☐ Civil Rights Division, U S Dept of Justice
- ☐ U S Equal Employment Opportunity Commission
- ☐ Federal or State court
- ☐ Your State or local Human Relations/Rights Commission

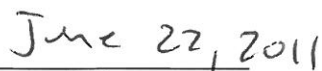
16. For each item checked in #15 above, please provide the following Information:

Agency:
Data Filed:
Case or Docket Number
Date of Trial or Hearing:
Location of agency or court
Name of Investigator:
Status of Case:
Comments:

17. Sign (Complaint NOT VALID unless signed)



Name: Maurice Emsellem



Date:

U.S. Department of Labor, Civil Rights Center
NOTICE ABOUT INVESTIGATORY USES OF PERSONAL INFORMATION

Two Federal laws govern personal information to Federal agencies, including the Civil Rights Center (CRC), the Privacy Act of 1974, (5 U.S.C. 552) and the Freedom of Information Act (5 U.S.C. 552) or "FOIA". Please read the description of how these laws apply to information connected with your complaint. After reading this notice, please sign and return the consent agreement printed on the back of this notice, along with your complaint form.

The PRIVACY ACT protects individuals from misuse of personal information held by the Federal Government. The law applies to records that are kept and can be located by the individual's name, social security number, or other personal identification system. Anyone who submits information to CRC in connection with a discrimination complaint should know the following:

- CRC has been authorized to investigate complaints of discrimination on the basis of race, color, national origin, age, and handicap and in some programs on the basis of sex, religion, citizenship, and political affiliation or belief, in programs that receive Federal funds through the Department of Labor, CRC is also authorized to conduct reviews of federal funded program to assess their compliance with civil rights laws.
- Information that CRC collects is analyzed by authorized personnel with CRC. This information may include personnel or program participant records, and other personal information. CRC staff may want to reveal some of the personal information to individuals outside the office in order to verify facts related to the complaint, or to discover new facts which will help CRC determine whether the law has been violated. Such information could include, for example, the physical condition or age of a complainant. CRC may also have to reveal personal information to a person who submits a request for disclosure authorized by the Freedom of Information Act.
- Information submitted to CRC may also be revealed to persons outside of CRC because it is necessary in order to complete enforcement proceedings against a program that CRC finds to have violated the law or regulations. Such information could include, for example, the name, income, age, marital status or physical condition of the complainant.
- Any personal information you provide may be used only for the specific purpose for which it was requested. CRC requests personal information only for the purpose of carrying out authorized activities to enforce, and determine compliance with, civil rights laws and regulations. CRC will not release personal information to any person or organization unless the person who submitted the information gives written consent, or unless release is required by the Freedom of Information Act.
- No law requires that a complainant reveal personal information CRC, and no action will be taken against a person who denies CRC's request for personal information. However, if CRC cannot obtain the information needed to fully investigate the allegations in the complaint, CRC may close the case.
- Any person may ask for, and receive, copies of all personal materials CRC keeps in his or her file for investigatory use.

AS A POLICY, CRC DOES NOT REVEAL NAMES AND OTHER IDENTIFYING INFORMATION ABOUT INDIVIDUALS UNLESS IT IS NECESSARY TO COMPLETE INVESTIGATION OR ENFORCEMENT ACTIVITIES AGAINST A PROGRAM WHICH HAS VIOLATED THE LAW. CRC never reveals to the program under investigation the identity of the person who filed the complaint, unless the complainant first gave CRC written permission to do so.

The FREEDOM OF INFORMATION ACT (FOIA) gives the public maximum access to Federal government files and records. Persons can request and receive information from many types of records kept by the Federal government-not just materials that apply to them personally. The Civil Rights Center must honor most requests for information submitted under FOIA, but there are exceptions.

- CRC is usually not required to release information during an investigation or an enforcement proceeding if that release would limit CRC's ability to do its job effectively; and
- CRC can refuse to disclose information if release would result in a "clearly unwarranted invasion" of a person's privacy.

PLEASE READ AND SIGN SECTION A OR SECTION B OF THE CONSENT FORM PRINTED ON THE BACK OF THIS NOTICE, AND RETURN IT TO THE CIVIL RIGHTS CENTER WITH YOUR SIGNED COMPLETED COMPLAINT INFORMATION FORM.

CONSENT FORM

I have read the Notice about Investigatory Uses of Personal Information, printed on the front of this form. I understand the following provisions of the Privacy Act and Freedom of Information Act, which apply to personal information I reveal to the Civil Rights Center in connection with my complaint:

In the course of investigating my complaint, CRC may have to reveal my identity to staff of the program named in my complaint in order to obtain facts and evidence regarding my complaint;

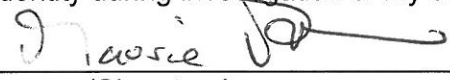
I do not have to reveal any personal information to CRC, but CRC may close my complaint if I refuse to reveal information needed to fully investigate my complaint;

I may request and receive a copy of any personal information CRC keeps in my complaint file for investigatory uses; and

Under certain conditions, CRC may be required by the Freedom of Information Act to reveal to others personal information I have provided in connection with my complaint.

SECTION A

☒ YES, CRC MAY DISCLOSE MY IDENTITY IF NECESSARY TO INVESTIGATE MY COMPLAINT. I have read and understand the notice, and I consent for CRC to disclose my identity during investigation of my complaint.


(Signature)

June 22, 2011
(Date)

SECTION B

☐ NO, CRC MAY NOT DISCLOSE MY IDENTITY, EVEN IF NECESSARY TO PROCESS MY COMPLAINT. I have read and understand the notice, and I do not consent for CRC to disclose my identity during investigation on of my complaint. I request that CRC process my complaint, however, I understand that CRC may cancel my complaint if it cannot fully investigate without disclosing my identity. I also understand CRC may close my complaint if it cannot begin an investigation because I have not consented for CRC to reveal my identity.

(Signature)

(Date)

Persons are not required to respond to a collection of information unless it displays a currently valid OMB control number. Completing this form is voluntary; however, the requested information must be provided in order to file a complaint of discrimination. The Department of Labor's Civil Rights Center will use the information to investigate your complaint of discrimination. The estimated average response time to complete this form is 15 minutes per response. Send comments regarding this estimate or any other aspects of this collection of information to the U.S. Department of Labor, Office of the Assistant Secretary for Administration and Management, Civil Rights Center, Room N-4123, Washington, D.C. 20210. Please reference OMB control number 1225-0077.



Mercer County One-Stop Career Center

Job Recruitment

at

26 Yard Avenue, Trenton, NJ



**Multiple Warehouse Positions
In Cranbury & Bordentown
1st, 2nd, 3rd Shifts**

***Must have reliable transportation.
There is NO public transportation***

**Wednesday, January 26, 2010
10 a.m. - 12 noon**

**ALL INTERVIEWS ARE BY APPOINTMENT ONLY.
PLEASE CALL 609-989-6200 TO SCHEDULE APPOINTMENT.
NO WALK-INS.**

Requirements:

- **Previous warehouse, shipping & receiving and/or pick-pack experience**
 - **High school diploma or GED**
 - **Must be able to pass criminal background check & drug test.
(NO FELONIES will be considered.)**
 - **Bring updated resume, references & 2 forms of ID**
 - **Dress appropriately for interview**
- NJ0784495-NJ0784507

*Mercer County One-Stop Career Center is an Equal Opportunity Employer with Equal Opportunity Programs.
Auxiliary aids are available to all individuals with disabilities.*



Job Recruitment

at

26 Yard Avenue
Trenton, NJ



Customer Service

In Ewing, NJ

\$12.00 per hour

Thursday, March 31, 2011

10 a.m. – 12 noon

**ALL INTERVIEWS ARE BY APPOINTMENT ONLY.
PLEASE CALL 609-989-6200 TO SCHEDULE APPOINTMENT.
NO WALK-INS.**

Prior to the recruitment, please send resume to amccaffrey@bearstaff.com

Requirements:

- Must be able to pass a criminal background check and drug test.
(No felonies or misdemeanors for 10 years.)
- Customer Service applicants must have at least one year of customer service experience.
 - Must have reliable transportation. Public transportation is NOT available.
 - High school diploma/GED required.
 - Bring updated resume, references & 2 forms of ID
 - Dress appropriately for interview

NJ0789772

*Mercer County One-Stop Career Center is an Equal Opportunity Employer with Equal Opportunity Programs.
Auxiliary aids are available to all individuals with disabilities.*

Your link to
information on jobs
and hiring events
throughout
the greater
Union County area

The Job Connection

A weekly selection of local job listings and recruiting events

February 21 - 27, 2011

Presented as
a joint venture of
Union County
College
and the
Union County Board
of Chosen Freeholders

Inside ...

- ★ **Green Skills = Green Jobs ... details on page 4**
- ★ **NJ Transit accepting applications for Bus Operators ... details on page 6**
- ★ **Small Business Certificate Series ... details on page 7**

And for Elizabeth residents ...

- ★ **Free tax preparation ... details on page 10**
- ★ **Customer Service & Sales for People Whose First Language is not English ... details on page 8**
- ★ **Jumpstart Your Career in the Hospitality Industry! ... details on page 9**

This week's events include ...

TUESDAY: OPEN HOUSE AT COMMUNITY ACCESS UNLIMITED IN ELIZABETH

Community Access Unlimited is an expanding social service agency in Union County. We want you to apply to assist people with disabilities or at-risk youth reach their goals! Attend from 4pm-6pm on 2/22 at 80 West Grand Street in Elizabeth, NJ. We are looking to fill the following positions: **ASSISTANT COUNSELOR** \$11 per hr, 3p - 11p; **YOUTH OVERNIGHT** \$10.25 per hr., 6 months experience with teens required. Positions require training outside of normal work hours and a minimum of a HS Diploma/GED. Driver's license and car. Fax your resume to: 908-354-0283 or email to recruit@caunj.org. Walk-in's welcome or to schedule an appt. call: 908-354-3040 ext 203 EOE.

TUESDAY: UNITED INSURANCE CO. OF AMERICA RECRUITING SALES REPRESENTATIVES

Recruiting at New Brunswick One Stop Career Center, 550 Jersey Ave., New Brunswick 08901, Tuesday, February 22nd, 11am - 1pm. Sales Representatives. Location: various in NJ. FT, permanent with benefits; \$450/wk paid training for 8 weeks and commission based after that; requires NJ Driver's license, own vehicle; no experience required; prefer 3-5 years good work history. Must be able to pass drug screen and criminal background check. NJ0785211.

WEDNESDAY: RENEWAL BY ANDERSEN RECRUITING FIELD MARKETING CANVASSERS

Recruiting at New Brunswick One Stop Career Center, 550 Jersey Avenue, New Brunswick 08901. Wednesday, February 23rd, 10am -12pm. Field Marketing Canvassers. National window replacement company in Cranford has multiple openings; paid training; unlimited potential for growth. Canvassers start at \$10/hr plus incentives; entry level employees can expect to earn \$15-20/hr after training; approx. 25 hrs/wk. & schedule allows for FT opportunity. Requires high school diploma or equivalent; driver's license/own vehicle preferred. Opportunity for advancement with clean driving record. Will be working in the field booking free estimates. NJ0787837.

WEDNESDAY AND THURSDAY: BOSTON COACH SEEKING CHAUFFEURS

BostonCoach seeks part-time chauffeurs in Elizabeth to work flexible schedules that will include weekends, nights and early morning shifts. Up to \$20,000 annual compensation possible. BostonCoach operates a network of more than 25,000 vehicles worldwide that range from sedans and SUVs to business-class vans and limousines, and specializes in multi-stop road shows, major sporting events, and trade shows. You can expect top-notch training and benefits. Don't miss out! Plan to attend an information session Wed, Feb. 23 or Thu, Feb. 24 at 6pm at our Elizabeth office, 780 Dowd Ave. Email questions to judy.gagnon@bostoncoach.com. Reservations not necessary. EOE.

SATURDAY: DRIVERS HIRING EVENT

Saturday 2/26, 10am-2pm. 12 Drivers Needed. Regional Tractor-Trailer Operation. 3 to 5 Verifiable Yrs Exp. CDL-A, TWIC. Meadow Rd, Edison, NJ. Call for directions 267-228-5558. O/O Positions Also Available Web Id: 42128.

CHILDREN'S SPECIALIZED HOSPITAL – full-time and part-time career opportunities in Mountainside, Fanwood, Roselle Park, New Brunswick. A few of the current positions at the Mountainside location are posted here. For a complete list of all opportunities at all locations, please visit www.childrens-specialized.org

CHEMICAL OPERATOR - Cosmetic raw material mfr seeks exp'd operator in batch making & operating of process milling equipment. Requires exp running powder treatment equipment & working w/surface treated pigments in the personal care industry. Must be able to operate a forklift & lift at least 50 lbs. Must be open to work any shift. Sal, 401K & health benefits. Fax resume & rate req's to 908-757-7921 or email: koboehr@koboproductsinc.com . EOE. Web Id: 41185.

Green Skills = Green Jobs

With funding from the US Department of Labor and the Utilities Workers Union of America (UWUA), the Union County Workforce Investment Board in conjunction with the Union County Board of Chosen Freeholders, is providing an innovative "Green Jobs" program that will provide qualified applicants with:

- Work readiness skills • Educational assessments • Training leading to nationally recognized OSHA and CPR certifications
- Utility Life skills training, career counseling, individual support
- ***Learn about jobs and careers in the emerging green and utility industry***

To qualify you must be: • Over 18 years old • US Citizen or Legal Resident • Willing to commit to a 100 hour training program
• Available for follow-up and career development session • Willing and able to follow program rules

For more information, please call PROCEED, Inc: 908-351-7727 ext. 319 or 320

CLEANERS - Harrison, NJ. ID#10165964. No. of Positions: 10. Rate: \$9.50 / hour. Part-time Seasonal. 32 hours per week. Job Description: Cleaning. Individuals are required to clean and maintain Red Bull Arena during events and clean up after events. Trash and recycling removal; sweeping and washing bowl area; vacuuming carpets; cleaning sky boxes, etc. Work event days; pre and post event; Must speak English, Spanish a plus. Company Information: Name: ISS Facility Services, Inc. Description: Facility Services company including janitorial, security. Address: 81 Dorsa Ave., Livingston, NJ 07039. Applications available Wednesdays only 10am-2pm. Bring identification. Do not go to Red Bull Arena. Applications at the Meadowlands Racetrack. Apply direct: Attn: Joe Colletti, The Meadowlands Racetrack, 50 Rt. 120, East Rutherford, NJ 07073. By Fax to 973-535-0990 Attn: Joe Colletti.

COLLEGE CENTRAL NETWORK – visit www.collegecentralnetwork.com to gain access to a variety of employment opportunities. Check out CCN's Job Search Kit for the tools to build your job search résumé. You'll find resources to: create concise and effective résumés; market yourself with professional cover letters; and prepare yourself for interviews. With formats, guides and samples, CCN's Job Search Kit provides the basics to get you started if you're a student, as well as a refresher course if you've already graduated. Sign up online, or stop by Room 111 at the UCC Elizabeth Campus Lessner Building and speak with Jorge E. Rivera.

CUSTODIAN / MAINTENANCE – in Elizabeth. Routine cleaning and maintenance work in building. Examples of duties include but not limited to: Sweep, vacuum, scrub, dust, wax, or polish a variety of surfaces in and around the physical plant; pick up refuse on grounds; wash, scrub and disinfect restrooms, locker rooms, kitchen; empty and clean waste receptacles; move or rearrange chairs, tables, desks, furniture, and other equipment; replace light bulbs; make minor repairs; maintain equipment used in course of work; report safety, sanitary and fire hazards; Minimum Qualifications: Knowledge of: Modern cleaning and maintenance methods and use and care of cleaning materials and equipment. Ability to: Use cleaning materials with skill and efficiency; follow a flexible work schedule and oral and written directions; maintain confidentiality; work cooperatively with others and communicate clearly; attention to detail, and positive attitude. Education: GED or equivalent. Additional experience preferred. Serious applicants only. Please send resume. Fax: 908-739-0912. **Must pass background check** EOE M/F Web Id: 42832.

DATA ENTRY – Full-time with experience. Excel experience a must. Accounting knowledge a plus. Must be detail-oriented & have excellent communication skills. Edison, NJ. Call 732-393-1800. Web Id: 42121.

DELIVERY PERSON - part time days Monday – Friday - Saturday (any or all 3). Hours 10 to 5 (flex). Linda's Florist, Short Hills, NJ (973) 379-2188. lindasflorist@verizon.net. Near Millburn / Summit / Springfield. Use our van. Good driving record. Good salary.

DEPARTMENT SECRETARY (PEDIATRICS) - Employer: Newark Beth Israel. Location: Newark, NJ. Note: this is a temporary assignment. Graduate of a secretarial or business school preferred; minimum of one year prior secretarial work experience required; experience in a health care environment as well as knowledge of medical terminology preferred; Bilingual speaking preferred. Please apply at <http://www.sbhcscares.com/>.

**Small Business Events: NJ SBDC AT KEAN UNIVERSITY AND UNION COUNTY BUSINESS RESOURCE CENTER PRESENT
"WINTER 2011 SMALL BUSINESS CERTIFICATE SERIES"**

NJ Small Business Development Center at Kean University in partnership with Union County Business Resource Center is hosting the "Winter 2011 Small Business Certificate Series." The workshops will be held at Union County Business Resource Center, 200 W. Second St, 2nd Floor, Plainfield, NJ 07060. Co-sponsors of the "Winter Small Business Series" include: The U.S. Small Business Administration, Union County Business Resource Center and The City of Plainfield collectively offer a series of weekly workshops for Entrepreneurs and Business Owners. Pre-Registration is required. Most of the workshops have a minimal fee of \$10.00. Space is limited. To register, please call (908) 737-4220. (Free ample parking available behind PNC Bank on West Second Street.)

Friday, February 25: Legal Aspects of Starting and Running a Small Business 9:00 a.m. – 12:00 p.m.

SALES ASSOCIATES - Immediate Openings at high volume fast paced store at the Jersey Gardens Mall. Looking for 2 to 4 Sales Associates. Minimum of 15 hours per week with a very competitive hourly salary. Must have a strong work ethic, flexible hours, ability to sell the features and benefits of products and close the sale, weekly sales goals by associate. Bi-Lingual a plus. If you are interested apply at the Retail Skill Center at Jersey Gardens Mall. Please bring a resume and ask for Henri Baptiste, Anjuli Fernandez or Joe Oliver. 908-355-4444.

STOCK / SALES ASSOCIATE - Immediate Opening! Retail Store seeking an associate to do stock & sales. Must be able to receive shipments, lift up to 50+ pounds, and be an energetic, outgoing salesperson. If you are interested apply at the Retail Skill Center at Jersey Gardens Mall. Please bring a resume and ask for Henri Baptiste, Anjuli Fernandez or Joe Oliver. 908-355-4444.

TOOLMAKER / MACHINIST - Full Time, Experience necessary. Immediate opening. Successful Candidate must be able to: Read blueprints; Setup and run Bridgeport /Lathe/CNC a plus; Weld; Possess Superior Mechanical Abilities; Maintain Equipment and Supplies; Keep Excellent Records; Speak and Read English; **Have no felonies on record**. Please fax resume to (908) 665-2967 or e-mail to info@jbcindustries.com. Published in The Suburban News.

TRINITAS REGIONAL MEDICAL CENTER – visit www.trinitas.org to view employment opportunities in various departments.

WATCHMAN - Valcor Engineering Corp., Immediate Opening, Part Time, AA/EOE, Will patrol company parking lot and run errands. Must have own car. Hours are 12:30 p.m. to 5:30 p.m. Monday thru Friday. Equal Opportunity Employer M/F/V/D, 973-467-8400, mercedesspeakman@valcor.com, fax 973-467-9387 Published in The Suburban News.

Employment Opportunities at Union County College - For a complete list of employment opportunities, visit www.ucc.edu; select *Community and Business* on the home page, then select *Jobs at UCC* from the drop down menu. To access a printable application please go to our Employment Forms page. You may now also access printable Employee Benefits Forms and our Employee Handbook. Applications & resumes are only considered for positions that are currently open. Copies of the job postings are available in the entranceway to the Faculty Lounge in the Nomahegan Building. You may send or email your resume with a cover letter to HRJobs@ucc.edu. Opportunities posted on the UCC website as of 2/19/11:

- | | |
|---|--|
| • ASTRONOMY ADJUNCTS - SPRING SEMESTER 2011 | • ECONOMICS ADJUNCTS - SPRING SEMESTER 2011 |
| • BASIC SKILLS / GED INSTRUCTORS (PART TIME) | • ESL ADJUNCTS - SPRING SEMESTER 2011 |
| • COMPUTER APPLICATIONS INSTRUCTOR FOR MEDICAL BILLING AND CODING | • GRANTS ASSISTANT |
| • CONTINUING EDUCATION INSTRUCTORS | • HEAD SOFTBALL COACH |
| • COUNTY COLLEGE SITE COORDINATOR | • INDUSTRY-BUSINESS INSTITUTE (IBI) INSTRUCTORS |
| • DEPARTMENT ASSISTANT (PART TIME) | • KEYBOARDING AND COMPUTER SKILLS INSTRUCTORS - SPRING 2011 SEMESTER (FULL TIME) |
| • DIRECTOR OF COUNSELING | • SERVER/PC SPECIALIST |
| • DIRECTOR OF HUMAN RESOURCES | |

THINK GREEN. PRINT  ONLY WHAT YOU NEED. RECYCLE WHAT YOU PRINT.

If you would like to add your email address to our distribution list or remove your name from it, please send an email to cewd-jobdev@ucc.edu with "Add" or "Delete" on the Subject line.

↓ CONTINUE TO PAGES 8, 9 AND 10 FOR DETAILS ON FREE PROGRAMS FOR ELIZABETH RESIDENTS! ↓

<p>Your link to information on jobs and hiring events throughout the greater Union County area</p>	<h1 style="text-align: center;">The Job  Connection</h1> <p style="text-align: center;">A weekly selection of local job listings and recruiting events</p> <h2 style="text-align: center;">March 7 - 13, 2011</h2>	<p>A joint venture of Union County College and the Union County Board of Chosen Freeholders</p>
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This week: many opportunities to meet company reps at these events ...

MONDAY: RECRUITING WAREHOUSE, ASSEMBLY, FORKLIFT, CUSTOMER SERVICE, MACHINE OPERATOR

Delta Personnel will be at the at New Brunswick One Stop Career Center, 550 Jersey Avenue, New Brunswick, Monday, March 7th, 10am to 1pm. Hiring for: Warehouse, Assembly, Forklift Operator, Customer Service, Machine Operator. Locations: Cranbury, Somerset, Edison, Bridgewater, Branchburg. Most positions temp to perm; competitive salaries. NJ0788296; NJ0788297; NJ0788331; NJ0788332; NJ0788330.

TUESDAY, WEDNESDAY, THURSDAY: EMPLOYERS HIRING FOR OVER 100 JOBS!

Attention City of Elizabeth residents: Are you looking for a job? Stores are hiring! Come to the Retail Skills Center at the Jersey Gardens Mall this week to learn about many, many job opportunities! See details on page 7.

TUESDAY: BUCKINGHAM PLACE ASSISTED LIVING & ADULT DAY CENTER RECRUITING CHHAs AND CNAs

Buckingham Place Assisted Living & Adult Day Center, Certified Home Health Aides and CNA's. Tuesday, March 8th, 10am – 12pm. New Brunswick One Stop Career Center, 550 Jersey Avenue, New Brunswick 08901. FT & PT available; shifts/days vary; excellent benefits including 401K; South Brunswick location; no public transportation. Onsite training available. NJ0788503.

WEDNESDAY: INFO SESSION FOR FREE PROGRAM FOR NON-NATIVE ENGLISH SPEAKERS

Elizabeth residents: Spring Forward with a new career! **CUSTOMER SERVICE & SALES FOR PEOPLE WHOSE FIRST LANGUAGE IS NOT ENGLISH**. Improve Your English & Job Skills! Take Advantage of the Spring Hiring Season! This is a free 120-hour certificate course designed to prepare City of Elizabeth residents for a career in retail and assist them in learning the English language. This program will cover: Conversational English in a Store Setting; The World of Retail & Retail Store Staffing; Store Lay-out & Design; Critical Work Functions; Resume-Writing & Interviewing Skills; Job Leads. Class meets: March 21st thru April 15th. Time: 9:00am to 3:30 pm. Location: Retail Skills Center, Jersey Gardens Mall, 651 Kapkowski Rd., Elizabeth, NJ 07201, Lower Level, near Concierge Desk, Entrance D. To Register: please call (908) 355-4444 Monday to Friday from 9:00am to 5:00pm. Please note: a Social Security no. is required to enroll. **You're invited to an information session on March 9th at 11:00 am. Don't Delay! Limited Seating Available!** The Retail Skills Center is a program funded by the City of Elizabeth Urban Enterprise Zone (UEZ) Program.

WEDNESDAY: S.C.I. HIRING PRODUCTION ASSOCIATES...RECRUITMENT AT ELIZABETH ONE STOP

Wanted: Production Associates!! SCI is hiring Production Associates Hanger Recycling Department. Sort, clean, repack 30 different styles of hangers from production table. Requires some lifting of boxes (max 15 lbs.). Must meet production goal - 5,000 pieces per day. \$8.50/hr. Must be receiving TANF, GA or food stamps! SCI will be at the Elizabeth 1-Stop Career Center, 921 Elizabeth Ave, Elizabeth, NJ, on Wednesday March 9, 2011, 9 am – 12 pm. Get a referral card from Interviewer! NJ0788389.

WEDNESDAY: CAMBRIDGE SECURITY RECRUITING FOR SECURITY OFFICERS

New Brunswick One Stop Career Center, 550 Jersey Ave, New Brunswick. March 9th, 10am – 2:30pm. Job Location: Edison. FT; all shifts available; HS diploma; **clean criminal record**; valid driver's license; must have or be willing to get state security license (SORA); experience a + but not required; \$9.50-\$11.00/hr. Will be working at warehouse facility, doing walking tours, etc. Must be able to stand and walk for long periods as part of the work detail. NJ0788251.

NJ TRANSIT POLICE DEPARTMENT - part-time. Responsibilities: 1. Receives subpoenas from various courts and State. Processes subpoenas in a timely manner, and notifies Police personnel of scheduled court dates. 2. Researches and corrects subpoenas received with incorrect information, through examination of records and discussion / correspondence with court personnel. 3. Processes police reports. Receives and files reports in corresponding case files to ensure police record system is correctly maintained and updated. Retrieves reports for Police personnel going to court. 4. Answers / responds to telephone and walk-in inquiries for police reports and vehicle releases. 5. Updates court calendars for various commands. 6. Notifies commands of delinquent reports. 7. Prepares letters for owners of towed vehicles and for vehicle auction. Initiates release of towed vehicles. 8. Sequentially orders and fills traffic and criminal summonses, as well as entering data into the department database. 9. Assist with grants and grant process. 10. Assist with budget and budget process. 11. Compile and report data as needed. 12. Performs other administrative duties in various NJ Transit Police Department areas as needed. Knowledge & skills required: High School Diploma or equivalent, and two (2) years of applied administrative/secretarial/clerical experience. Computer knowledge of MS Word, and Excel required. Access desired. Excellent verbal and written communications skills are required to effectively interface with all levels of customers. Experience. Must pass police background check as required. Hours: 7:30 A.M. through 4:00 P.M. (flexible hours), (Min 20 hrs – Max 32 hrs a week). Compensation: \$10-\$12 per hour. Work location: NJ Transit, 1 Penn Plaza East, Newark, NJ. Contact: Resumes can be emailed or faxed Attn: Gloria C. Vrabel, gvrabel@njtransit.com or Fax: 201-328-3356. Please specify how many hours you can work and your software knowledge. Posting closes 3/11/11. EOE.

Green Skills = Green Jobs

With funding from the US Department of Labor and the Utilities Workers Union of America (UWUA), the Union County Workforce Investment Board in conjunction with the Union County Board of Chosen Freeholders, is providing an innovative "Green Jobs" program that will provide qualified applicants with:

- Work readiness skills • Educational assessments • Training leading to nationally recognized OSHA and CPR certifications
- Utility Life skills training, career counseling, individual support
- ***Learn about jobs and careers in the emerging green and utility industry***

To qualify you must be: • Over 18 years old • US Citizen or Legal Resident • Willing to commit to a 100 hour training program

- Available for follow-up and career development session • Willing and able to follow program rules

For more information, please call PROCEED, Inc: 908-351-7727 ext. 319 or 320

PARALEGAL - Large Woodbridge New Jersey law firm seeks a Condo Collections paralegal. Detail oriented, organized professional with 1+ yrs of experience, able to handle document intensive cases and a four year degree is required. Salary commensurate with experience & excellent benefits package. Please send resumes with salary requirements to Carla Henderson via fax 732.476.3273 or email chenderson@greenbaumlaw.com . NO PHONE CALLS. EOE/AA. Web Id: 48820.

PERSONAL AIDES - Temporary leave replacement. We have an immediate opening in our exciting pre-K through HS special education school in Hillside, NJ. In this position you will be working alongside a dedicated staff assisting children on a 1 to 1 basis who have special needs. Exp. dealing with special needs children at the pre-k level preferred and a desire to make a difference required along with a strong work ethic. Anyone with a valid substitute certificate will receive expedited attention. Please mail, fax or e-mail your cover letter and resume to: Innovative Educational Programs, 287 Childs Road, Basking Ridge, NJ 07920. Attn: Human Resources. Fax: (908) 630-9653, E-Mail: mcollucci@ieponline.com . EOE m/f/d/v. Web Id: 49568.

RESTAURANT STAFF: CHEFS, SERVERS, BACK-WAITERS, BARTENDERS, BUSBOYS & RUNNERS - needed for a fast paced, upscale neighborhood restaurant serving American cuisine. Experience required. Website: www.dillonsph.com Send resumes to: dillonsshr@gmail.com Web Id: 47274.

RESTAURANT: GENERAL MANAGERS - Pollo Tropical is a subsidiary of Carrols® Restaurant Group (NASDAQ: TAST); one of the largest, most successful restaurant companies in the US operating more than 500 restaurants including Taco Cabana® and Burger King®. We are now hiring for **Fast Track General Managers** Requirements: Casual or Full Service Experience; 5-10 Years Management in high volume restaurants; Demonstrated ability to be Self-directed, Resourceful, and Entrepreneurial; Excellent Leadership and Communications; **Clean Criminal History** and Valid Driver's License. Our excellent benefits include: BCBS Preferred Medical; Short / Long Term Disability; Dental; 401K; Quarterly and Annual Bonus Programs; 8 Weeks Paid Training; Tuition Reimbursement; Great Food You Can Be Proud to Serve and More!!! Send resume to: MToruno@pollotropical.com. For inquiries, call 800-481-7696. www.pollotropical.com or visit us on Facebook (Pollo Tropical Jobs). EOE.

SALES MANAGER - Rapidly growing yearbook/graduation products co. seeks recent college grad (will train) or experienced person for outside sales position. Must be energetic, self-motivated & ambitious. Excellent income growth potential! Salary+Commission+Benefits. Fax resume to (908) 686-9565 or e-mail: orders@premiummarketinggroup.com Web Id: 49793.

SCREEN-PRINTER POSITION - Printer-Screen seeking F/T exp'd screen printer to produce t-shirts. Must be accurate & able to multi-task. Hourly plus overtime. Fax resume to (908) 686-9565. Web Id: 49738.

SOFTWARE DEVELOPERS - 2 openings. Responsible for the complete IT project life cycle development from design and development, to implementation and product deployment using various advanced techs.(Job #1 - code # SD01): Java, JavaScript, XML, XSLT, Lotus Script, BPEL, Oracle, Notrix & req. supervision of team members. (Job#2-code# SD02): Informatica, Oracle, Sybase, DB2, Micro Strategy, JIRA, TOAD, PL/SQL, SQL Server, Putty, Meta Data Manager, VSS, Clear Case, UNIX & req. supervision of team members. For both openings, Job locations in Edison, NJ & other unanticipated client sites throughout the U.S Specify Job # and code # SD__ & mail resume to: Niteosoft, Inc d/b/a Compworldwide, 6 Kilmer Road, Suite P, Edison, NJ 08817. Attn. HR Web Id: 49485.

TEAM LEADER - F/T, PACT program. Provides assessment and direct service to people with serious and persistent mental illness enrolled in the PACT program. Responsibilities include clinical leadership, team building, appropriate utilization and quality assurance, ensuring the involvement of all team members in all aspects of team work. Master's Degree in Counseling, Psychology, Social Work or related area req'd; CAC, CRC, MSW pref'd. Six years paid work exp working w/people that have serious mental illness, at least three years exp in mental health supervision, & valid driver's license req'd. Please submit resume to Human.Resources@Bridgewayinc.com or fax to (908) 355-6668. EOE Web Id: 50440.

TOOLMAKER / MACHINIST - Full Time, Experience necessary, We have an immediate opening for a Toolmaker/Machinist. Successful Candidate must be able to: Read blueprints; Setup and run Bridgeport /Lathe/CNC a plus; Weld; Possess Superior Mechanical Abilities; Maintain Equipment and Supplies; Keep Excellent Records; Speak and Read English; **Have no felonies on record**. Please fax resume to (908) 665-2967 or e-mail to info@jbcindustries.com. Published in The Suburban News.

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- Astronomy Adjuncts - Spring Semester 2011
- Computer Applications Instructor - Medical Billing and Coding
- Continuing Education Instructors
- Director of Counseling
- Director of Human Resources
- Economics Adjuncts - Spring Semester 2011
- ESL Adjuncts - Spring Semester 2011
- Executive Director Union County College Foundation
- Keyboarding and Computer Skills Instructors - Spring 2011 Semester (Full Time)
- Grants Assistant
- Head Softball Coach
- Industry-Business Institute (IBI) Instructors
- Basic Skills/GED Instructors (Part Time)
- Department Assistant (Part Time)
- Server/PC Specialist

If you would like to add your email address to our distribution list or remove your name from it, please send an email to cewd-jobdev@ucc.edu with "Add" or "Delete" on the Subject line.

ELIZABETH RESIDENTS: SEE PAGES 7, 8, 9 AND 10 FOR DETAILS ON:

- ✓ **MANY EMPLOYMENT OPPORTUNITIES (page 7)**
- ✓ **FREE EMPLOYMENT TRAINING PROGRAMS (pages 8, 9)**
- ✓ **FREE TAX PREPARATION! (page 10)**

TUESDAY: MACHINE OPERATOR AND MATERIAL HANDLERS RECRUITMENT

Recruitment – Spherion Staffing Services will be recruiting at the **Union County One Stop Career Center**, 200 West Second Street, 2nd Floor, Plainfield, NJ 07060, May 11, 2010 from 9:00 am to 2:00 pm.

Spherion Staffing Services is hiring for Kenilworth Pharmaceutical Company for the following positions: Machine Operator and Bulk Material Handler. Candidates must: possess High School Diploma or GED; speak, read and write English so that others may understand; be able to lift up to 50lbs from floor to overhead; possess good near vision to read RIC numbers, batch codes, expiration dates, etc. Prior experience in a pharmaceutical environment a plus. Shifts: 1st shift – 11pm-7am; 2nd shift – 7am-3pm; 3rd shift – 3pm-11pm; The salary ranges: for the Material Handlers is \$14.50-\$15.10/hr and the Machine Operators is \$15.25-\$16.00/hr. Pay will vary depending on the shift. This is a long term temporary assignment. Interested individuals should bring resume and dress appropriately for interview. Candidates must pass drug and criminal background check. **(Company has lifetime policy and will not except any candidates with felonies. NO EXCEPTIONS PLEASE!!!)**

TUESDAY: POP-A-LOCK RECRUITING ROAD SERVICE TECHNICIANS

Full Time Road Service Technicians. Do you like driving and moving around during your workday? Are you always on the go? Then this is an exciting rewarding full time opportunity you should check out. Pop-A-Lock, the world's largest locksmith, car door unlocking & roadside assistance franchise is hiring road service technicians in NJ to unlock car doors, perform tire changes, jumpstarts & deliver gasoline. Applicants should live in one of the following counties: Union, Essex, Middlesex, Hudson, Bergen or Passaic. No experience necessary, we provide all training! Gas & Car Allowance. Requirements: Own vehicle; Mechanical Dexterity; **Clean criminal background**; Clean driving record and pass periodic drug test; excellent communication & People skills. Positive Recruitment: Tuesday, February 8, 2011 from 10:30 AM to 1:00PM at the **New Brunswick One-Stop Career Center**, 550 Jersey Avenue, New Brunswick, NJ 08901. Job Order #NJ0784634.