



## Complaint Information Form

## U.S. Department of Labor Civil Rights Center

### 1. Complainant Information:

State your name and address:

National Employment Law Project  
405 14<sup>th</sup> 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

Ohio Department of Jobs and Family Services  
Office of Workforce Development  
PO Box 1618  
Columbus, OH 43216  
Telephone Number: ( 614 ) 728 – 8366

#### Subrecipients

Governor's Workforce Policy Advisory Board  
The Ohio Department of Development  
77 South High Street  
Columbus, OH 43215-6108  
Telephone Number. ( 614 ) 466 – 4155

Area 7 Workforce Investment Board  
570 East Leffel Lane  
Springfield, OH 45505  
Telephone Number: ( 937 ) 525 – 1025

Guernsey County Opportunity Center  
324 Highland Avenue  
Cambridge, OH 43725  
Telephone Number: ( 740 ) 432 – 2381

Licking County Opportunity Links  
998 E. Main Street  
Newark, OH 43055  
Telephone Number: ( 740 ) 670 – 8700

Pickaway County JOBS One-Stop  
160 Island Road  
Circleville, OH 43113  
Telephone Number: ( 740 ) 420 – 7339

### 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 Ohio, 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 California 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 Ohio, which broadly deny employment to people with a criminal, violate Title VI. For example, Opportunity Links (The Licking County One Stop Employment and Training Center) posted job ads expressly stating, “Must have clean background,” “No felonies” and “No felony convictions.” The Pickaway County JOBS One Stop posted job ads expressly stating, “CLEAN criminal background check (NO felonies or misdemeanors).” 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 Ohio, 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 Ohio Department of Jobs and Families, which is the recipient of WIA funds for Title VI purposes, the Governor’s Workforce Policy Advisory Board, the Area 7 Workforce Investment Board, the 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 Ohio, 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: \_\_\_\_\_

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 Ohio Department of Jobs and Families, which is the recipient of WIA funds for Title VI purposes, the Governor's Workforce Policy Advisory Board, the Area 7 Workforce Investment Board, the 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 Ohio, 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:

Name	Address	Telephone Number
------	---------	------------------

14. Do you have an attorney?

Yes       No

If yes, please provide name, address and phone:

Attorney Name	Address	Telephone Number
---------------	---------	------------------

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)

Maurice Emsellem  
Name: Maurice Emsellem

June 22, 2011  
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.





**April 18, 2011**

Guernsey County job listings provided by the Guernsey County Opportunity Center  
to assist customers and help the economic well-being of Guernsey County.

**Guernsey County Opportunity Center offers FREE assistance with:**  
**Fax machine, copier and internet use available for job seekers**  
**Resumes/Cover Letters**  
**Resume paper and envelopes**  
**Registering with Ohio Means Jobs**  
**Workforce Investment Act**  
**Interviewing Tips/Advice**  
**Job Search Assistance**

**Heather Ponish, ODJFS Customer Service Representative can be contacted on Mondays,  
Tuesdays, and Wednesdays from 7:30 a.m. to 4 p.m.**

**Veteran Intensive Services Coordinator, Jon Cannon is available  
on Tuesdays and Thursdays from 8 a.m., to 4 p.m.**

**Guernsey County Opportunity Center Manager: Sue Thomas Sikora.**  
**Guernsey County Opportunity Center Case Managers: Maria Schockling, Vickie McCauley,  
Karen Winnett, and Deborah Leech**  
**Guernsey County Opportunity Center Resource Room: Steve Mourer**

**Discover Your One Stop Center Orientation  
Mondays & Wednesdays at 10 a.m.**

**Introduction to W.I.A. Training Services  
Tuesdays and Thursdays at 10:00 a.m.**

**[WWW.GUERNSEYWORKS.COM](http://WWW.GUERNSEYWORKS.COM)**  
**[WWW.THEONESTOP.ORG](http://WWW.THEONESTOP.ORG)**

324 Highland Avenue, Cambridge, OH 43725  
Phone: 740-432-2381 Fax: 740-432-1952  
**Hours: Monday– Friday, 7:30 a.m. to 4 p.m.**

The Guernsey County Opportunity Center collects and posts employment as a service  
and is not responsible for the actions and/or business practices of the employers listed.

### **Light Facilities Maintenance – Cambridge, OH**

Light Facilities Maintenance Person. Must have good driving record and be able to pass initial and periodic drug testing. Apply in person at Schick Auto repair 138 N. 11th St. 4/13

### **Mechanic – Marietta, OH**

Mechanic Needed R&J Trucking Co. 14530 State Route 7 Marietta, Ohio 45750 Tractor, Trailer and Welding Repairs. 3 years experience needed. Must have own tools. Clean drivers license needed. CDL a plus. 401k, Health, Dental, Rx options. For information call Jeff: (800) 462-9365 x 206, fax (740) 374-3059, e-mail to: [jcaltrider@rjtrucking.com](mailto:jcaltrider@rjtrucking.com) 4/13

### **Sales Position**

Window World of SE Ohio is looking for someone w/a pleasant personality who likes to work with the public for a sales position. Good customer service w/experience in sales required. Daily computer access required. Please e-mail resume to: [windowworldsoutheastern@hotmail.com](mailto:windowworldsoutheastern@hotmail.com) No phone calls please. 4/12

### **Yard Worker – Quaker City, OH**

Yard Work General Maintenance \$8 per hour 20 hours per week 740-679-3608 4/13

### **Painter**

Commercial/Residential Painter Must have professional painting exp, a valid driver's license and reliable transportation and be willing to work out of town 740-679-3619 4/12

### **Inbound Sales – Cambridge, OH**

Work less hours make more money! Can average \$200-\$300 for 16-20 hrs taking inbound calls. Sales exp. req., type 30wpm. Call 740-439-6602 [webserver.ameridial.com](http://webserver.ameridial.com) 4/11

### **Manufacturing Laborers – Cambridge, OH**

ATS Recruiting for manufacturing laborers. Requires GED/Diploma, **clean background** and good work history. Some positions tobacco free. Call 432-1904 for appt. 4/11

### **Positions – Cambridge, OH**

Hiring all positions & all shifts. Apply in person at Downtown Arena. Cambridge, OH 4/11

### **Direct Care – New Concord, OH**

Come Join OurTeam Rem Ohio, Inc. Part time Direct Care Position available working with individuals with Developmental Disabilities in New Concord. Some overnights required. Competitive starting wage, weekend shift, incentive, great benefits, extensive training program, opportunity for advancement. Applicants must possess a high school diploma or equivalent and valid Ohio driver's license. If you are ready to make the difference in the lives of others, complete an application online at [www.rem-oh.com](http://www.rem-oh.com), or come by our office at 220 N. 8th Street, Cambridge, OH. 4/8

### **Human Resource Assistant – Cambridge, OH**

Local company has an immediate need for a Human Resource Assistant. Duties include, but are not limited to: payroll, attendance tracking, hourly evaluation, answering phones, filing, and multi-tasking. Must be very proficient in all Microsoft Office programs. This position will be a temporary position approximately 3 months long. Must have HS diploma/GED and be able to submit to background check and drug test. Interested applicants bring resume to the Cambridge Mancan office at 914 Wheeling Ave. 4/8

# HOT JOBS

April 14, 2011

The most current Hot Jobs & announcements about upcoming recruitment events are available online at [www.theonestop.org](http://www.theonestop.org)

*Opportunity Links  
998 E. Main Street  
Newark, Ohio 43055*

*Check out additional job leads at  
[www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)*

**Attend the One Stop Employment and Training Center Orientation  
Monday through Friday at 9:00 am**

*Your Licking County One Stop offers free assistance to job seekers with  
Internet Job Search  
Resume Building  
Interviewing  
Networking  
Job Fairs  
Training*

*Fax machine, copier, resume paper, and telephones available for use*

**Hours of operation  
Monday, Wednesday, Thursday, & Friday 8:00am-5:00pm  
Extended hours on Tuesday 8:00am-7:00pm**

**WOULD YOU LIKE TO RECEIVE JOB LEADS AT HOME? SIGN UP FOR OUR E-MAIL BLAST AND YOU CAN RECEIVE E-MAILS DAILY!  
JUST EMAIL US AT: [murphw01@odjfs.state.oh.us](mailto:murphw01@odjfs.state.oh.us) or [myel@odjfs.state.oh.us](mailto:myel@odjfs.state.oh.us) AND  
GIVE US YOUR E-MAIL ADDRESS.**

## ACLOCHE

### Assembly, Welding and Material Services Positions in Reynoldsburg

3/30/11

Associates will be involved in the manufacturing of car seats for Honda vehicles. This is fast paced, physical work that requires standing for 8 hours and the ability to lift 50 lbs. Steel Toed Boots are needed on the first work day.

**Requirements:** High school diploma or GED required. Drug Screen and **Criminal Background Check required.**

**Hours:** 1st & 2nd Shift positions available - must be available to work either shift.

1st Shift Hours: Monday through Thursday 6:30am to 3:00pm, Friday 6:00am to 2:30pm, Mandatory Overtime during the week & some Saturdays.

2nd Shift Hours: Monday through Thursday 4:30pm to 1:00am, Friday 3:30pm to midnight, Mandatory Overtime during the week & some Saturdays. Temp to Hire

**Pay:** Starting pay rate of \$9 per hour for 1st shift and \$9.50 per hour for 2nd shift. Temp to hire position with the opportunity for pay increases based on performance and attendance.

**How to apply:** Resume Required Apply online at [www.acloche.com](http://www.acloche.com) Then call Ashley in the Acloche office at 740-788-9055.

## **ACTION TOTAL STAFFING**

For any of the positions with Action Total Staffing listed below, please call 614-626-8820 to apply.

### Quality Coordinator Hebron & Cols

3/30/11

Coordinate quality assurance programs. Assist the Quality Mgr in the control of quality production efforts. Ability & knowledge of CMM machine & Instron tester for measuring & testing parts. Identify critical points in the manufacturing process and specify sampling procedures to be used at these points. Assist in communicating quality control information to all depts, outside vendors, or contractors in the absence of the Quality Mgr. Should have a 2 yr technical degree (or equivalent experience). 2 to 5 yrs of broad technical experience & 1-2 yrs should be in quality administration and or quality engineering.

### Manufacturing/Warehouse/Forklift Hebron/Blacklick Areas

3/30/11

Long term/Temp to Hire

**Must have clean background** & be able to pass a drug screen. Must be able to pass physical. Must have good attendance. Machine operation a plus.

**Pay:** \$8-\$9.00+ hr

### Inside Service Rep Mt. Vernon

3/30/11

Must have strong written & verbal communication skills & be able to solve customer issues. Answer phones, talk with customers and other duties as needed. Must be proficient with Word, Excel & PowerPoint. Must be able to represent company at trade shows & marketing events. **Must have clean background** & be able to pass drug screen.

**Pay:** \$12.00 hr

### Office Support Newark/East Cols

3/30/11

Must have good computer & phone skills. Must have good written & verbal communication. Other job skills as needed, depending on placement. **Must have clean background** & able to pass drug screen.

### Outside Labor Licking County

3/30/11

Working knowledge of lawn equipment & mowers needed. Able to operate a small backhoe or bobcat a plus. Must be able to work in heat, cold & rain & work long hours. **Must have clean background** & able to pass drug screen.

## AGC GLASS

### Production Workers Hebron, Ohio

4/7/11

The ideal candidates must be dependable, flexible, & willing to work in a fast-paced environment. AGC offers an excellent benefits package, including: \$9.50/HR, 401(k), 9 paid holidays, vacation @ 6 months, etc. Qualified candidates should apply in person to: AGC, Inc. 160 North High Street Hebron, Ohio 43025 Attn: Rich Vaughn

## **ATRIUM PERSONNEL AND CONSULTING SERVICES**

### Retail Warehouse Assembly

4/5/11

Production assembly for retail sales products and stores. Recalls and new products. **No felonies & select criminal background check required.** Hourly & piece rate depending on specific job duties.

**Hours:** 1st & 2nd Shifts with some over time as needed

CALL 345-7890 NOW

### Hand Sewers

4/5/11

Ability to neatly hand sew buttons, bows, or other small items to clothing articles. Must be able to sit, thread needles and follow direction. **Clean criminal background a must.**

**Pay :** \$7.50/hr

Hours: 8 am - 4:30 pm

### Sandblasters with general mechanical skills

4/5/11

Experienced sand blaster of vehicles, auto body repair a plus. Ability to work in/out doors in all types of weather. Must be mechanically inclined, and own some tools. Drug test and background check required. Salary depends on experience.

**Hours:** Ability to work any shift required.

### Metal Manufacturing Positions

4/5/11

Recruiting for various positions in metal manufacturing environment. Metrics and CNC skills a plus. Manufacturing experience, good attendance, **clean criminal background**, assessment test, references required.

**Pay:** \$8 hour

**Hours:** Ability to work any shift required

*Apply on line at [www.atriumpersonnel.com](http://www.atriumpersonnel.com)*

## **AVI**

### Customer Service Attendants for the Newark area

3/30/11

New businesses being added all the time! Very stable company. Great work environment. Will service vending machines in various businesses. Company conducts pre-employment drug testing. **No felony convictions.** Must have reliable transportation and valid driver's license.

**Pay rate:** \$8.50/hr.

**Hours:** Part-time 20-30 hours/week 1st shift Great opportunity to work during school-time hours.

**How to apply:** Applications are available at Opportunity Links - 998 East Main Street - Newark, Ohio 43055

## **HOUSE OF NEW HOPE**

House of New Hope is currently looking for a qualified transporter who would be interested in working on an as needed basis transporting our foster children to and from appointments.

### **Position Requirements:**

- High School Diploma or Equivalent
- Valid Ohio Drivers License
- Safe Driving Record
- **Clean Background Check FBI & BCI**

Fulfills special requests by picking up and delivering foster children in need of respite or placement (this includes late nights, evenings and weekends).

Documentation of all actions when required ie: travel logs, vehicle maintenance, incident reports.

**Pay:** \$10.00 per hour

Any qualified individual can apply by going to our website at [www.houseofnewhope.org](http://www.houseofnewhope.org) click on the green employment tab to submit an online application or resume.

## **KENDAL AT GRANVILLE**

### **MAINTENANCE SUPPORT**

4/5/11

Part time, approximately 20 hours per week, must be available to work afternoons and evenings.

Supports Facilities Department by providing basic maintenance duties, room set-ups, grounds work, and security. Must have basic working knowledge in maintenance craft areas. Must be self motivated and be able to respond quickly to emergency situations. Must have a valid driver's license in the state of Ohio and be insurable by Kendal's insurance. Must be able to operate company vehicles and equipment that are necessary in the performance of the assigned duties. Must be able to work rotating weekends and holidays. Must be able to climb, walk long distances, lift, push, pull, and carry weights up to and in excess 60 pounds.

### **HEALTH SERVICES ADMINISTRATIVE ASSISTANT**

4/5/11

Full time day shift, Mon-Fri. Provides administrative support to Director of Nursing and Health Services staff. Responsible for scheduling of nursing staff and finding replacements when needed. Assists DON with timekeeping of staff using Kronos. Maintains and orders office supplies. Must have good computer skills (Microsoft Office), excellent customer service skills, professional manner and dress, good organizational and time management skills. Must adhere to medical privacy laws and corporate compliance policies. Notary a plus. Must enjoy being around older adults.

### **CHEF**

4/5/11

Full time exempt position. Must be able to work evenings and weekends. Responsible for food production, maintaining inventory, and controlling costs. Manages staff by coaching, counseling and developing in accordance with our Values and Practices. Must have high sanitation standards. Responsible for scheduling and payroll management using Kronos. Must be able to meet deadlines for special events and projects. Must have at least 4 years culinary experience and 2 years management experience. A degree in the food service hospitality industry is preferred but not required. Good computer skills, organization and time management. ServSafe certification and food service experience in the healthcare industry a plus.

### **ACTIVITIES AIDE**

4/5/11

Two openings available: part time, one weekend per month 1:30-4pm plus occasional weekday evenings and PRN opening to fill in occasionally on weekends or weekday evenings. Must demonstrate patience to work with residents at all levels. Possess ability to follow through on goals set forth in individual care plans. Express interest in initiating resident activity and in cooperating with individual needs and interests. Ability to read aloud to an individual, medium and large sized groups. Must be able to walk, push wheelchairs with residents, rearrange furniture and equipment.

## **MATHIS MOVING & STORAGE**

### **Sales Consultant**

4/14/11

Self motivated sales professional needed. Will provide training. Must have valid drivers license, proof of insurance, **clean background.**

**Pay:** commission based, car/fuel allowance

**To apply:** send resume to [brandon@mathismovers.com](mailto:brandon@mathismovers.com)

## **MATTRESS ONE**

### **Delivery Driver**

4/5/11

Must be at least 25 years of age and be able to lift 50 lbs. Pay starts at \$8.00/hr Full time.

### **Part Time Sales Associate**

4/5/11

Must be willing to work weekends. \$7.00/hr + 5% commission, Part time 15-20 hrs/wk.

If interested please apply in person at 789 Hebron Road Heath, OH 43056

## **MY LAWN**

### **Laborer**

4/14/11

Pruning and mulching. Must be willing to work hard. Experience not required. Position starts immediately! \$8.50/hr. Full-time hours. Monday-Saturday. Must have transportation to Pataskala. Employer provides transportation to job sites. Call Mike at 614-975-9796 to apply.

## **NEWARK MEMORIAL GARDENS**

### **Administrative Assistant**

4/7/11

Corporately owned cemetery looking for a part time Administrative Assistant.

Duties Include Answering Phones and taking messages, taking customer payments, interacting with public and assisting with the coordination of funeral services, and light office cleaning.

**Pay:** 8.25/hr

#### **Requirements:**

Must have HS diploma or GED

Must have an energetic positive personality

Basic computer skills needed

Experience with cash tendering

**How to apply:** If interested please send resume to [csheridan@stei.com](mailto:csheridan@stei.com) or apply in person at: Newark Memorial Gardens 4244 Marion Rd Newark, OH 43055



## Warehouse Loaders/Unloaders

Mancan is doing open interviews for these positions on Monday 4/4 & Thursday 4/7 from 9am-11:00am. We are Mancan Staffing and we are located at 616 Hebron Rd Heath, Ohio 43056. Please bring two forms of Government ID!

Pataskala/Newark area warehouse is BUSY and is looking for loader/unloaders to help physically unload/load semis. Positions require heavy lifting up to 50 lbs repetitively, work hours are 1<sup>st</sup> shift Monday through Friday, and pay is \$9.50 per hr. Most positions are short term.

Successful candidate must have the following:

-Clean background-minor misdemeanors ok

-Clean drug screen

-Valid driver's license

## Manufacturing Positions

Mancan is doing open interviews for these positions on Monday 4/4 & Thursday 4/7 from 9am-11:00am. We are Mancan Staffing and we are located at 616 Hebron Rd Heath, Ohio 43056. Please bring two forms of Government ID!

Newark Area Company is GROWING and is looking to fill more manufacturing positions. Most position are contract to hire and will not last long. We are looking for skilled employees with industrial/warehouse/labor experience. Positions are 1st, 2nd, 3rd starting at \$8.50-\$10.00 hourly.

Successful candidate must have the following:

-Clean background-minor misdemeanors ok

-Clean drug screen

-Valid drivers license

-6 months industrial experience

-Good job history

## Sales Professional

If you are looking for a career in sales and want to be part of growing company please email your resume to Mancan at [newark@mancan.com](mailto:newark@mancan.com)

Heath area manufacturing company is looking for a skilled sale professional. Position is fulltime and will start at \$12.00+ BOE an hour. Working hours are standard business hours Monday through Friday. Successful candidate must have at least one year customer service experience matching the below criteria:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Build and maintain positive relationships with customers

Process customer order paperwork for shipment via phone, fax or EDI

Identify and resolve customer concerns

Follow up on new leads and referrals resulting from field activity

Sell products and services by calling prospective and established customers

Cold calls to prospective clients (Business to Business)

MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent

Must be able to prioritize, multi-task with attention to detail

Exceptional listening, verbal and written communication skills

Proficient on computers

Good math skills

TRAITS AND CHARACTERISTICS:

Supports the objectives of the Sales Department

Ability to work as a team player

Aggressive attitude toward sales

## Data Entry Clerk

If you have prior experience and feel you are a good match please email your resume to Mancan at [newark@mancan.com](mailto:newark@mancan.com)

Hebron area manufacturing company is looking for a skilled data entry clerk. Position is fulltime and will start at \$10.50-11.00 an hour. Working hours are standard business hours Monday through Friday.

Successful candidate must have at least one year data entry experience matching the below criteria:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ability to process customer order paperwork

Ability to work well within a team

Must be able to prioritize, multi-task with attention to detail

Exceptional listening, verbal and written communication skills

Follows all Company & Safety policies and Other duties as assigned

MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent

Typing speed 50+ WPM

Excellent data entry skills

Proficient on computers





better work, better life

***Adecco is currently recruiting for Long Term Industrial positions in Mount Vernon***

Pay rates \$10.75

- 20 hours of PAID TIME OFF for every 1000 hours worked (about 6 months)
- Shift Differential for working evening hours
- Available assignments include Assembly, Machining, Janitorial, Forklift and Parts Wash

4 different shifts available

- M-T 5am – 3:30pm
- M-T 5pm – 3:30am
- Friday, Sat, Sun 5am – 5pm
- Friday, Sat, Sun 5pm – 5am

Requirements:

- HS Diploma
- Steel Toe Boots
- **No felonies , misdemeanors reviewed case by case**
- Ability to pass drug screen and physical
- Resume –*resume assistance available*
- Need strong production and manufacturing experience
- Forklift experience is a plus; not required
- Committed to working a long term assignment

Apply online @ [www.adeccousa.com](http://www.adeccousa.com) – click **Apply Now!**

1025 Harcourt Road, Mount Vernon, OH 43050

**1-866-569-7913**

Phone: 740-420-7339  
Fax: 740-420-7369

160 Island Rd  
Circleville, OH 43113

Navigation

- [Home](#)
- [Job Postings](#)
- [About Us](#)
- [Contact Us](#)
- [Partners](#)
- [Scheduled Events](#)
- [Employment Resources](#)
- [Business Services](#)
- [Policy Board](#)

[Access Your Free Account Anytime](#)

Calendar

April - 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



[< Back to Manufacturing - Warehouse Listings](#)  
[< View All](#)



Position Information

<b>Title</b>	<b>Clamp Truck Operators Wanted! Apply Now!!</b>	<b>Date Added</b>	2011-02-01
<b>Category</b>		<b>Wage</b>	Manufacturing - Warehouse \$10.65 - \$10.90 per hour
<b>Company</b>	ProLogistix		

Description

ProLogistix is currently seeking skilled Clamp Truck Operators for a large distribution center in the Groveport area. Clamp Truck Operators will be using the lift to move large appliances throughout the warehouse to fulfill orders. Daily goals and quotas must be met and preferably exceeded. Overtime and flexibility to work weekends is a must! Qualified candidates MUST meet the following criteria to be considered for our opportunities:  High School Diploma or G.E.D.  **CLEAN criminal background (NO felonies or misdemeanors)**  Ability to pass a drug screen  3 to 5 years of Clamp Truck experience  Proven stable work history (no job hoppers)  Goal oriented and reliable Do you have a sense of urgency and commitment to success? If so, we want you! ProLogistix offers medical, dental and vision insurance, 401k, holiday pay and vacation! To fill out an employment application, please visit our web site at [www.applyplx.com](http://www.applyplx.com).  Click the "Apply Online" button and fill out the online application.  Make sure to click on the "Submit Application" button when done.  Your application will be sent to our branch.  When we have a job that matches your background and skills, we will call you to set up an interview in our office to complete the process. If you need help filling out the application, please call us for assistance at 614-836-4775 Thank you for your interest in working with the ProLogistix Team!

Benefits

ProLogistix offers medical, dental and vision insurance, 401k, holiday pay and vacation pay.

Job Type(s)

Contract  
Contract

Additional Information

Monday-Friday, Flexibility to work weekends, Overtime required

Experience/Req

High School Diploma  
G.E.D.

Required  
Required

Constraints

Pre Employment Testing

Additional Information

Required in ProLogistix Office

Application Options

Apply via employer web site

[www.applyplx.com](http://www.applyplx.com)