



July 9, 2013 SQ «SeqNo»

«FirstName» «MiddleName» «LastName» «Address1» «Address2» «City», «StateCode» «ZipCode» Workforce Exchange is **REQUIRED** and <u>must be</u> <u>completed prior</u> to your appointment.

Registration and Resume in the Maryland

HTTPS://MWEJOBS.MARYLAND.GOV

Bring the <u>completed documents</u> with you to your appointment.

Do not mail the documents.

Dear «FirstName» «LastName»:

As a claimant filing for Maryland Emergency Unemployment Compensation benefits, you are required to take part in the Emergency Unemployment Compensation Re-Employment Assessment program administered through the Maryland Department of Labor Licensing and Regulation (DLLR). The EUC Reemployment and Eligibility Assessment Program (EUCREA) has been designed to provide you with an individualized assessment andwork search review to assist you in quickly returning to work.

Please note that you may use the EUCREA meeting as one of your job search requirements for the date of your attendance of the meeting. Your attendance is mandatory. Should you fail toattend, you will lose your Emergency Unemployment Compensation Benefits.

You are **required** to attend the following appointment in order to continue receiving your EUC benefits:

Date: «ScheduledDate»

Time: «StartTime» – «EndTime»

Location: «Location»

«CityStateZip»

- Union Hall member working with hiring hall
- In approved training with a work search waiver
- Already attended an Early Intervention (EI)
 Workshop within the past 90 days

Potential Program Exemptions

If you feel you qualify for an exemption to this program or if you require a disability related accommodation, please contactthe AREA NAMEOne Stop Career Center at xxx-xxxx.

Please arrive 15 minutes prior to your scheduled meeting to allow adequate time for parking and checkin. Please do not bring children with you to your meeting. All forms and/or online requirements must be completed. Late arrival and/or incomplete forms may require a reschedule of your meeting.

We look forward to meeting and assisting you with your transition back to work.

Sincerely,

Department of Labor, Licensing and Regulation

Para evitar el retraso y la pérdida de suseguro de desempleo de emergencia (EUC), suparticipación en el programa de (EUC) esrequerida. La falta de atención al programa terminará en la pérdida de sus beneficios. Para asistencia en español, por favor llame o visitesu Centro local, "the One Stop Career Center."Las direcciones de los locales estánadjuntas en estacarta.

ONE STOP CAREER CENTERS

(E) = Aqui se hablaespañol

(ESOL) = English Classes

(FS) = Full-Service Center

ANNE ARUNDEL COUNTY

(FS) Glen Burnie Career Center 7480 Baltimore-Annapolis Boulevard, Suite 100 Glen Burnie, MD 21061 Hours: 8 AM - 4 PM, M-F Phone: 410-424-3240 / Fax: 410-508-2002

> (E)(FS) Career Center 80 West Street Annapolis, MD 21401 Hours: 8:30 AM - 4:30 PM, M-F

Phone: 410-269-4429 / Fax: 410-974-2023

(FS) Arnold Career Center 1460 Ritchie Highway, Suite 207 Arnold, MD 21012

Hours: 8:30 AM - 4:30 PM, M-F Phone: 410-793-5635 / Fax: 410-793-5639

BALTIMORE CITY

(ESOL) (FS) Baltimore Works One Stop Career Center 1100 N. Eutaw Street, Room 101 Baltimore, MD 21201

Hours: 8:30 AM - 4:30 PM, M-F Phone: 410-767-2148 /Fax: 410-333-7858 TTY: 410-767-2117

(FS) Eastside One Stop Career Center 3001 E. Madison Street

Baltimore, MD 21205 Hours: 8:30 AM - 4:30 PM, M-W, F 8:30 AM - 7 PM, Th

Phone: 410-396-9030 / Fax: 410-396-4063

(FS) Northwest One Stop Career Center (Re-entry Center) Mondawmin Mall 2401 Liberty Heights Avenue, Suite 302 Baltimore, MD 21215 Hours: 8:30 AM - 4:30 PM, M, W-F 8:30 AM - 7 PM, T

Phone: 410-523-1060 / Fax: 410-523-0970

BALTIMORE COUNTY

(E) (ESOL) (FS) Baltimore County WorkforceDevelopmentCenter at Eastpoint

7930 Eastern Boulevard Baltimore, MD 21224

Hours: 8:30 AM - 4:30 PM (Computer lab 4 PM) Phone: 410-288-9050 / Fax: 410-288-9260

(FS) Baltimore County Workforce Development Center at the Liberty Center 3637 Offutt Road

Randallstown, MD 21133

Hours: 8:30 AM - 4:30 PM (Computer Lab 4 PM) Phone: 410-887-8912 / Fax: 410-496-3136

> (FS)Baltimore County Workforce Development Center at Hunt Valley 11101 McCormick Road, Suite 102 Hunt Valley, MD 21031

Hours: 8:30 AM - 4:30 PM (Computer Lab 4 PM) Phone: 410-887-7940 / Fax: 410-329-1317

FREDERICK COUNTY

(E)(ESOL) (FS) Frederick County Workforce Services Frederick County Business and Employment Center 5340 Spectrum Drive, Suite A Frederick, MD 21703

Hours: 8 AM - 6 PM, M-Th; 8 AM - 4 PM, F Phone: 301-600-2255 / Fax: 301-600-2906

LOWER SHORE

(E)(ESOL) (FS) WICOMICO COUNTY One Stop Job Market 31901 Tri-County Way, Suite 111 Salisbury, MD 21804 Hours: 8 AM - 5 PM, M-F

Phone: 410-341-8533 / Fax: 410-334-3454

MID-MARYLAND

CARROLL COUNTY

(E) (ESOL) (FS) Business & Employment Resource Center 224 N. Center Street Westminster, MD 21157

> Hours: 8 AM - 5 PM, M-F Phone: 410-386-2820 / Fax: 410-876-2977

HOWARD COUNTY

(E)(FS) Columbia Workforce Center 7161 Columbia Gateway Drive, Suite D Columbia, MD 21046 Hours: 8 AM - 4:30 PM, M-F

Phone: 410-290-2600 / Fax: 410-312-0834

MONTGOMERY COUNTY

(E)(ESOL) (FS) MontgomeryWorks Westfield Shopping Center, South Office Building 11002 Veirs Mill Road Wheaton, MD 20902

Hours: 8:30 AM - 5 PM, M & W 8:30 AM - 6 PM, T &Th: 8:30 AM - 3 PM, F Phone: 301-929-4350 / Fax: 301-929-4383

(E)(FS) MontgomeryWorks

Germantown One Stop Career Center 12900 Middlebrook Road Germantown, MD 20874

Hours: 8:30 AM - 5 PM, M-Th; 8:30 AM-3, F Phone: 240-777-2050 / Fax: 240-777-2070

PRINCE GEORGE'S COUNTY

(E)(ESOL) (FS)

1100 Mercantile Lane, Suite 100 Largo, MD 20774 Hours: 8 AM - 4:30 PM, M-Th; 8 AM - 2 PM, F Phone: 301-618-8425 / Fax: 301-386-5533

(E)(FS) Laurel Regional Workforce Center 312 Marshall Avenue, 6th Floor Laurel, MD 20707

Hours: 8 AM - 4:30 PM, M-Th 8 AM - 2 PM, F

Phone: 301-362-9708 / Fax: 301-362-9719 301-362-9709 español

SOUTHERN MARYLAND

(E)(FS) CHARLES COUNTY Southern MD JobSource 175 Post Office Road Waldorf, MD 20602 Hours: 8 AM - 4 PM, M-F

Phone: 301-645-8712 / Fax: 301-645-8713

SAINT MARY'S COUNTY (FS)Southern MD JobSource The Joseph D. Carter, Multi-Service Center 23110 Leonard Hall Drive, P.O. Box 282 Leonardtown, MD 20650 Hours: 8 AM - 4 PM M-F

Phone: 301-880-2800 / Fax: 301-475-4106

SUSQUEHANNA REGION

HARFORD COUNTY (FS)Bel Air Workforce Center 2 South Bond Street, Suite 204 Bel Air, MD 21014 Hours: 8 AM - 4:30 PM, M-F Phone: 410-836-4603 / Fax: 410-836-4640

(FS) Aberdeen Workforce Center Community Services Building 34 N. Philadelphia Boulevard, 3rd Floor Aberdeen, MD 21001 Hours: 8 AM - 4:30 PM, M-F

Phone: 410-272-5400 / Fax: 410-272-2092

CECIL COUNTY (FS) Cecil County Workforce Center 1275 West Pulaski Hwy, Elkton, MD 21921 Hours: 8 AM - 4:30 PM, M-F Phone: 410-996-0550 / Fax: 410-996-0555

UPPER SHORE

(FS) DORCHESTER COUNTY 627A Race Street Cambridge, MD 21613 Hours: 8 AM - 4 PM, M-F Phone: 410-901-4250 / Fax: 410-221-1817

KENT COUNTY (FS) The Kent Family Center 601 High Street Chestertown, MD 21620 Hours: 8 AM - 4 PM, M-F Phone: 410-778-3525 / Fax: 410-778-3527

(E)(ESOL) (FS) TALBOT COUNTY Bay Street Plaza 301 Bay Street, Suite 301 Easton, MD 21601 Hours: 8 AM - 4 PM, M-F

Phone: 410-822-3030 / Fax: 410-820-9966

WESTERN MARYLAND

ALLEGANY COUNTY (FS) Allegany County One-Stop Job Center 138 Baltimore Street, Suite 102 Cumberland, MD 21502 Hours: 8 AM - 4 PM M-F

Phone: 301-777-1221 / Fax: 301-784-1702

GARRETT COUNTY (FS) Garrett County One-Stop Job Center 221 South Third Street Oakland, MD 21550 Hours: 8 AM - 4 PM, M-F Phone: 301-334-3972 / Fax: 301-334-2106

(E)(FS) WASHINGTON COUNTY Washington County One-Stop Job Center 14 N. Potomac Street, Suite 100 Hagerstown, MD 21740 Hours: 8 AM - 4 PM, M-W, F 8 AM - 3 PM, Th

Phone: 301-393-8200 / Fax: 301-791-4673



r.maryland.gov







Reviewed Date: _____

State Merit Rep: _____

ELIGIBILITY QUESTIONNAIRE



Social Security 1	Number	Name:					
Phone #		MWE User Name:	MWE User Name:				
1. Are you seeking and willing to accept full time work? □ Yes □ No □ Yes □ No		seek and registered for school or a interfere with you seeking or accepting training program? interfere with you seeking or accepting time work (care of children, parents)	ere with you seeking or accepting full work (care of children, parents etc.)?				
5. What is the low kind of work? \$ F 8. Are you a U.S. or eligible spou	rest wage you will accept for Hr./Wk / Mo Military Veteran,	that 6. Are you willing to work all shifts normal to your occupation? 1. Are you willing to work normal to your occupation? 1. Are you willing to work normal to your occupation? 1. Are you willing to work normal to your occupation? 2. Yes 3. What is your highest level of Education? (highest grade) (highest grade)					
		List Your Last Two Employers:					
		Dates Worked:toJob Title:ason for Separation: \[\sum_{\text{Lack of Work}} \sum_{\text{Discharge}} \sum_{\text{Quit}} \sum_{\text{Other}} \]					
		Dates Worked: to Job Title: ason for Separation: \[\sum_{\text{Lack of Work}} \sum_{\text{Discharge}} \sum_{\text{Quit}} \sum_{\text{Other}} \]					
or the last four (4) w	reeks, starting at the date at the subject to verification. Fai	WORK SEARCH LOG Ek to keep your Unemployment Insurance claim active. Please list two (2) contacts per bottom of this form next to your signature. Hure to provide your work search records when requested may result in a denial of contact are: T = Telephone, P = Person, R = Resume, I = Internet					
Date MM/DD/YYYY	Employer's name contact name & title		thod/ sults				
For Off	icial Use Only	Claimant Signature: Date//	·				

DO NOT MAIL THIS FORM

YOU MUST BRING TO YOUR APPOINTMENT



INDIVIDUAL ASSESSMENT

Name:		T					
rvame:			SSN:				
	EMPLOYMENT GOAL						
1. Do	1. Do you know the titles of the jobs you can perform and the type of work you are seeking?						
2. Do you feel that your skills may be transferrable into other jobs or occupations?							
3. Are you finding job opportunities that require skills that you don't have or are outdated?							
4. Do you feel that you may need to make a career change?							
5. Have you completed a career assessment profile in MWE?							
POSITIO	ON(S) CURRENTLY SEEKING:						
	COMPL	UTER SKILLS			YES	NO	
6. Do y	you know how to use the Internet for your job	search?					
7. Do you have an email address? If yes, please list:							
8. Are you able to complete an online application without assistance?							
9. Are	you able to use any of the following software	programs?		d 1 🖂			
(Che	eck all that apply)	☐ Excel ☐ PowerPoint B SEARCH	t ⊔ Ou	tlook □Internet □ No	one YES	NO	
10 Do					- 200	210	
10. Do you have a current/updated résumé? (within the last 6 months)							
11. Has your résumé been reviewed or critiqued by a Certified Professional Résumé Writer?							
12. When you send your résumé to an employer, are you often contacted for an interview?							
13. When you send your résumé to an employer, do you usually send it to someone specific?							
14. Is your resume posted on MWEjobs.maryland.gov?							
15. Have you activated the Virtual Recruiter in MWE?							
16. Are you finding job opportunities in the location you want to work in?							
17. Have you used a One Stop Career Center before for job search assistance?							
18. Are you comfortable speaking in an interview to a potential employer?							
	w many interviews have you had in the last sit you receive a job offer? \square YES \square NO	x month?					
If not, what was the reason: ☐ Lacks interviewing skills ☐ Lacks Education ☐ Lacks résumé							
	☐ Lack	s certification Lacks skills	,	☐ I don't know			
20. Wł	nich method(s) do you use to conduct your job	searches? (check all that app	ply)				
☐ Newspaper ☐ Internet ☐ Apply in-person ☐ Networking ☐ Job Fairs ☐ Company Websites							
21. Wł	nat are the challenges you are facing in finding	g employment?					
For more	enocialized assistance accessing your old	ille and interests. Please wi	cit the	lob Contor in your local	aros os	vicit	
	e specialized assistance assessing your sk wejobs.maryland.gov.	ins and interests, Flease Vi	aii iiie i	oob center in your local a	ared Of	VISIL	
Claimant Signature: Date							
	DO NOT MAIL THIS FORM		For Offi	cial Use Only			
	YOU MUST BRING TO YOUR						
APPOINTMENT Eligibility Reviewed Date State Merit Re					ep		