

Employment Resource

Online Resources

Applying for Employment online Tips (Provided by Central Florida Employment Council):

1. Set aside several hours to do online applications. They must be filled out completely.
2. Have your resume handy so you can copy and paste into online applications. This will save time and should prevent spelling errors.
3. Be consistent with online assessments. Do not rush through the questions because they are used as ‘prequalifies’ to check your fit for the job. There is a great deal of expense in doing references, background checks and drug screens so companies try to get as much information about your behavioral patterns as possible up front.
4. Use keywords. This one I cannot stress enough. If you are applying for a job that requires a specific skill and you have that skill- LIST IT. This will dramatically increase your chances of coming up in a search. For example list all of the computer programs you use instead of just saying Microsoft Office.
5. If you are interested in a company, go directly to their website. It does not cost them extra to list on their site, but it does for them to list on other sites. You may find jobs that are not widely advertised and increase your chances.
6. Stay the course!

Name: **AARP - Work Search**

Website: <http://www.aarpworksearch.org/pages/SCSEP.aspx>

Phone: (407)-852-1608

Services: The program has a broad array of services to help older workers find more meaningful employment. In addition to providing access to skills assessment and training, the AARP Foundation can even connect qualified individuals with on-the-job training at companies that value your experience and dedication
Work Search Assessment: The assessment provides job and career information and services to workers who are age 40 and over -- at no cost to the individuals who register with the AARP Foundation. This assessment assesses your personal interests and skills and then creates a list of jobs that match those interests and skills.

Senior Community Service Employment Program (SCSEP): The program helps job seekers (55+) improve their skills, obtain training, and find a job. SCSEP participants are placed in temporary assignments with federal, state, county, city, or nonprofit community organizations where they have an opportunity to sharpen and develop skills while searching for a permanent job. While working in these temporary training assignments participants are paid the prevailing Federal or State minimum wage whichever is higher.

Name: **Career Builder. Com**

Website: www.careerbuilder.com

Services: Allows you to search over 1.6 million jobs that are available online. You can also post your resume online for employers to view. The site provides resources such as information on ways to obtain degrees and certifications, dates of career fairs, career tests, and skills training online.

Job Seeker Tool Kit: helps improve visibility of resume on career builder by providing advice and resume building suggestions

Name: **Central Florida Employment Council**

Website: www.cfec.org

Services: The website provides a database of job postings and dates of career fairs. You can pre-register for the job fairs so that employers will have your resume on hand before the fair. Registering with the website will allow employers to view your resume and contact you about potential employment. The site posts upcoming Networking meetings that focus on networking with peers, interviewing skills, and other job finding tips for those who are re-joining the workforce. The website also provides resume advice.
EMPLOYMENT

Name: **Christian Jobs. Com**

Website: www.christianjobs.com

Services: The largest Christian employment site on the internet for Christian employers and job seekers. The site offers interview skills and resume advice.

Name: **Employment Guide. Com**

Website: www.employmentguide.com

Services: Offers a free job seeker account in which you can search for jobs and apply for them online. The site will send you e-mails of new postings in your area daily. Their career training center offers a search engine for online degree programs and training courses. The website also posts upcoming job fairs around the United States. The online video center provides clips of job seeking advice for users.

Name: **Employ Florida. Com**

Website: www.employflorida.com

Services: The website links all state and local workforce services and resources. Job seekers can search for jobs, post resumes, and utilize their resources available on line to better assist you during your job search.

Name: **Orlando Sentinel Classifieds**

Website: <http://www.orlandosentinel.com/classified/jobs/>

Services: Provides a search engine online for jobs that have appeared in the classified ads of the Orlando Sentinel.

Name: **Monster. Com**

Website: www.monster.com

Services: Allows you to search for the job that is right for you. Monster provides resources such as resume and cover letter samples, resume builder tools, job hunting strategies, interviewing skills, and workplace advice.

Name: **Snag a job.com**

Website: www.snagajob.com

Services: "The #1 source of hourly employment", Contains over 100,000 jobs to search and apply for online. The website also provides a comprehensive library of job tips and advice for job seekers as well as interview advice and online degree information.

Job Centers/ Temp. Agencies

Name: **Able Body Labor**
Address: 7600 Southland Blvd #105, Orlando, FL 32809
Phone: (407) 240-7393
Website: <http://www.ablebody.com/>
Services: A temporary staffing agency which recruits workers for hospitality, temporary construction, disaster recovery and clean up, temporary event, light industrial, skilled trades, food processing, and holiday staffing.

Name: **Link Staffing**
Address: 9521 S. Orange Blossom Trail #104, Orlando, FL 32837-8327
Phone: (407) 438-5465
Website: <http://www.linkstaffing.com/Default.asp>
Service: The organization specializes in general labor staffing, skilled labor staffing, industrial staffing, and light industrial staffing on a temporary, temp-to-hire, or permanent basis. All of our applicants go through a comprehensive screening process that can include drug testing, interviewing, background and reference checks and a functional assessment. You can also apply for jobs online at their website.

Name: **Central Florida Urban League; Workforce Development**
Address: 595 W. Church St, Suite 1-B, Orlando, FL 32808
Phone: (407)-841-7654
Website: <http://www.cful.org>
Service: One-on-One Career Counseling: At the center you can schedule an appointment to meet a counselor who will assist you on your job search by reviewing your resume, applications, personal presentation, and work history.
Job Search Assistance: The organization shares job openings as well as e-mailing or faxing resumes on behalf of clients
Placement Assistance: After your scheduled assessment you will receive a listing of over 500 employers whom the League regularly refers clients to
Employability and Life Skills Workshops: offers workshops aimed at improving employability, call for schedule of these workshops.
Urban Youth Empowerment Program: An initiative to re-connect at risk youth (18-21) who are out of school or adjudicated with education through employment
Computer Training: offers weekly class on: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook

Name: **Workers Temporary Staffing, Inc.**
Address: 1517 N. Orange Blossom Trail, Orlando, FL 32804
Phone: (407)-382-4498
Website: <http://www.workerstemp.com/spq.html>
Services: The organization places skilled workers for temporary positions in positions such as, landscaping, clerical, Welding, masonry, janitorial, refuse collection, retail, bakery production, drivers, painting, roofing, flaggers, hotel employees, debris removal, and tile installation.

Name: **Top Talent Staffing**
Address: 210 S. Bumby Ave. Orlando, FL 32803
Phone: (407)-896-2150
Website: www.toptalentusa.com
Services: The organization places skilled workers for temporary positions in positions such as administrative & clerical, accounting, customer service, host/hospitality, food service, custodial, shipping/receiving, and warehouse.

Name: **Xclusive Staffing**
Service: Job center / temp agency
Address: 8818 Commodity Cr. Orlando, FL 32819
Phone: (407)-248-8883
Website: www.xclusivestaffing.com

Name: **Exceptional Staffing**
Service: Job center / temp agency – PT, Temp and Seasonal
Address: 326 East Michigan St. Orlando, FL 32806
Phone: (407)-649-8890
Website: www.exceptionalstaffing.com

Name: **Infinity Employment Solutions (South Orlando)**
Service: Job center / temp agency
Address: 3915 E. Colonial Dr. Orlando, FL 3203
Phone: (407)-313-5060

Name: **Infinity Employment Solutions (North Orlando)**
Service: Job center / temp agency
Address: 283 Cranes Roost Blvd. Suite 111 Altamonte Springs, FL 32701
Phone: (407)-834-4441

Name: **Florida Ready to Work; Assessment Center**
Address: 600 Cinderlane Pkwy., Orlando, FL 32810
Phone: (407)-253-5354
Website: <http://www.floridareadytowork.com/>
Service: The center provides *student/jobseekers* with a standard credential that certifies their workplace readiness and ability to succeed on the job. You must sign up at the assessment center to participate in the program. The student/jobseeker takes online placement tests in three skill areas: Applied Mathematics, Reading for Information and Locating Information. Research shows that these tests measure the fundamental “workplace” math, reading, and problem-solving skills required for more than 85 percent of all jobs today.

Employment Job Lines

Name: **AAA**
Phone: 407-444-7500

Name: **ATT**
Phone: 1-800-562-7288

Name: **Campus Crusade for Christ**
Phone: 407-826-2715

Name: **Chamber of Commerce Orlando**
Phone: 407-425-1234

Name: **Chamber of Commerce Seminole County-Casselberry**
Phone: 407-831-1231

Name: **Chamber of Commerce Winter Park**
Phone: 407-644-8281

Name: **City of Altamonte Springs**
Phone: 407-571-8000

Name: **City of Apopka**
Phone: 407-703-1721

Name: **City of Casselberry**
Phone: 407-262-7700X6

Name: **City of Maitland**
Phone: 407-539-6263

Name: **City of Orlando**
Phone: 407-246-2178

Name: **City of Sanford**
Phone: 407-330-5625

Name: **Data Max Corporation**
Phone: 407-578-8007

Name: **Greater Orlando Aviation**
Phone: 407-825-2253

Name: **Hyatt Regency**
Phone: 407-239-3899

Name: **Nickelodeon Family Suites** **Resort**
Phone: 407-387-1810

Name: **Orlando Health Systems**
Phone: 407-841-5186

Name: **Orlando Utilities**
Phone: 407-423-9191

Name: **Sea World**
Phone: 407-370-1562

Name: **Seminole Comm. College**
Phone: 407-328-2400

Name: **Seminole County**
Phone: 407-665-7816

Name: **Seminole Public Schools**
Phone: 407-320-0000 x3

Name: **Sprint**
Phone: 407-332-6080

Name: **US Postal Service**
Phone: 888-771-9056

Name: **Universal Studios**
Phone: 407-363-8080

Name: **UCF**
Phone: 407-823-2778

Name: **Valencia Comm. College**
Phone: 407-582-1253

Name: **Walt Disney World**
Phone: 407-828-1000