

**TUESDAY EMPLOYMENT SEMINARS**

**South Tucson DES Office at 195 W. Irvington Rd.**

**520-638-2366**

**WEDNESDAY EMPLOYMENT SEMINARS**

**East Tucson DES Office at 1455 S. Alvernon Way**

**520-872-9088**

**THURSDAY EMPLOYMENT SEMINARS**

**North Tucson DES Office at 316 W. Ft. Lowell Rd.**

**520-638-2230**

**October thru December 2018**

See reverse side for **Combined Schedule Listing**

* Seminar topics are; **Job Search**, **Resume Writing** or **Interviewing Skills**.
* Each Seminar will be approximately three hours long, beginning at 9:00 AM.
* Group size is limited to 10. Veterans have priority, others are registered as space allows.

To sign up, contact the most convenient Employment Service Office by telephone or talk to one of the Veteran Staff at the selected office.

Have your Name, last 4 of SSN, veteran status, & contact information ready.

 Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact 602-364-3976; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.

**South Tucson DES Office**

**195 W. Irvington Rd.**

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| **Oct 2** | **Resume Writing Techniques** | **9:00 a.m. - 12:00 p.m.**  |
| **Oct 9** | **Interviewing Skills**  | **9:00 a.m. - 12:00 p.m.** |
| **Oct 16** | **Job Searching Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Nov 6** | **Resume Writing Techniques** | **9:00 a.m. - 12:00 p.m.**  |
| **Nov 13** | **Interviewing Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Nov 20** | **Job Searching Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Dec 4** | **Resume Writing Techniques** | **9:00 a.m. - 12:00 p.m.**  |
| **Dec 11** | **Interviewing Skills**  | **9:00 a.m. - 12:00 p.m.** |
| **Dec 18** | **Job Searching Skills** | **9:00 a.m. - 12:00 p.m.** |

**East Tucson DES Office**

**1445 S. Alvernon Way**

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| **Oct 3** | **Job Searching Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Oct 10** | **Resume Writing Techniques** | **9:00 a.m. - 12:00 p.m.** |
| **Oct 17** | **Interviewing Skills** | **9:00 a.m. - 12:00 p.m.**  |
| **Nov 7** | **Job Searching Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Nov 14** | **Resume Writing Techniques** | **9:00 a.m. - 12:00 p.m.** |
| **Nov 21** | **Interviewing Skills** | **9:00 a.m. - 12:00 p.m.**  |
| **Dec 5** | **Job Searching Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Dec 12** | **Resume Writing Techniques** | **9:00 a.m. - 12:00 p.m.** |
| **Dec 19** | **Interviewing Skills** | **9:00 a.m. - 12:00 p.m.**  |

**North Tucson DES Office**

**316 W. Fort Lowell Rd.**

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| **Oct 4** | **Interviewing Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Oct 11** | **Job Search Techniques** | **9:00 a.m. - 12:00 p.m.**  |
| **Oct 18** | **Resume Writing**  | **9:00 a.m. - 12:00 p.m.** |
| **Nov 1** | **Interviewing Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Nov 8** | **Job Search Techniques** | **9:00 a.m. - 12:00 p.m.**  |
| **Nov 15** | **Resume Writing** | **9:00 a.m. - 12:00 p.m.** |
| **Dec 6** | **Interviewing Skills** | **9:00 a.m. - 12:00 p.m.** |
| **Dec 13** | **Job Search Techniques** | **9:00 a.m. - 12:00 p.m.**  |
| **Dec 20** | **Resume Writing** | **9:00 a.m. - 12:00 p.m.** |