

Looking for work in the
London Community?

This is your

**PASSPORT to
EMPLOYMENT!**

519-660-6888

www.links2work.on.ca



Le présent dépliant
existe également en
français. (519) 675-1113

You've just taken the first step in finding work.

There are many people who can help you each step of the way to finding and keeping work. Follow the steps in this passport to a better future. We can help you with career decision-making, coping with unemployment, skills development, job search support and maintaining employment.

You can do it.

The information you need to make this happen is in this Passport to Employment. Take the next step and remember...

we are working with you.

519-660-6888

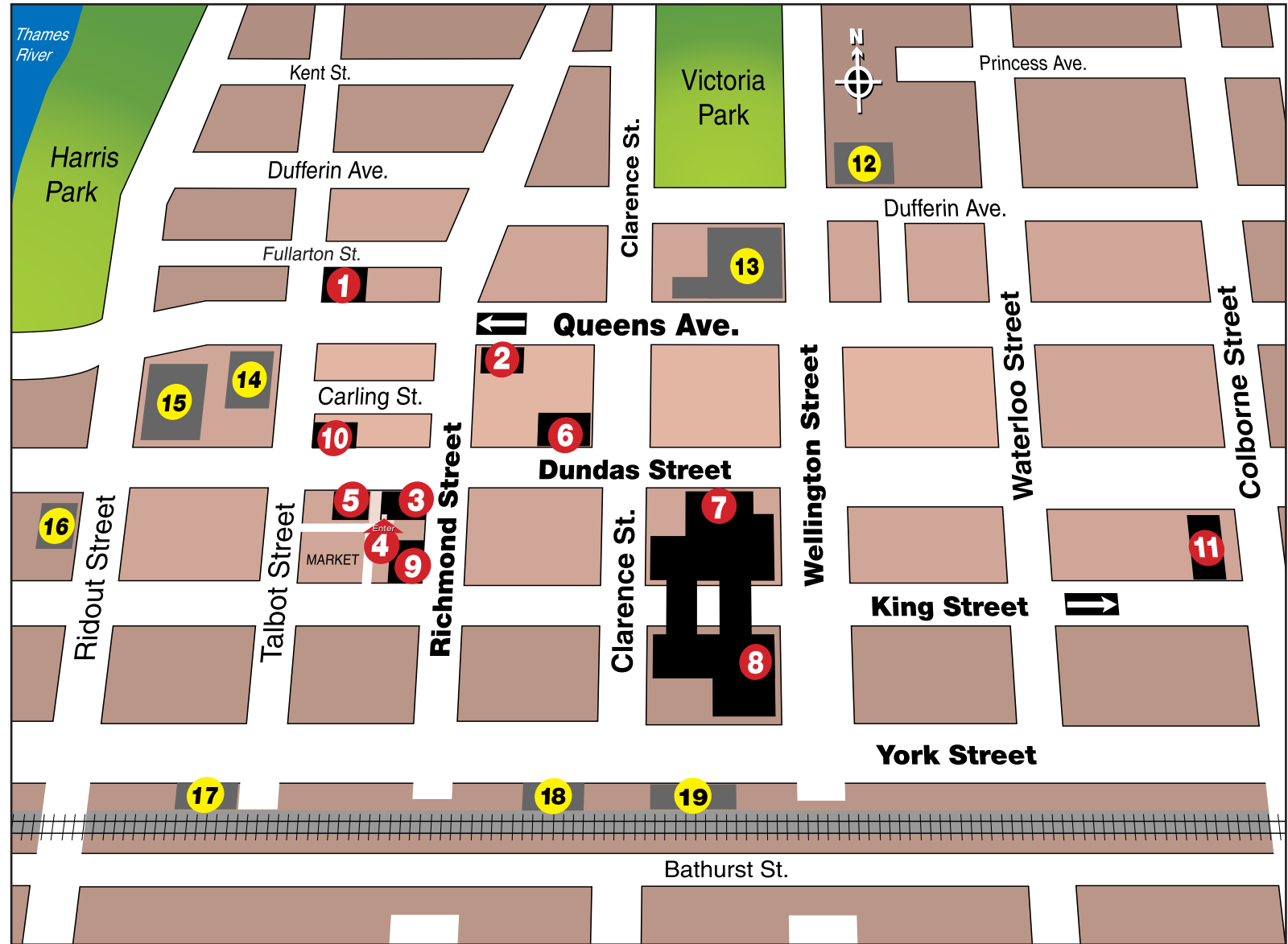
www.links2work.on.ca



- **ACFO de London-Sarnia**
www.acfo-ls.org/c-ressources/index.html
- **ATN (Accommodation, Training and Networking)**
www.atn.on.ca
- **City of London**
www.london.ca
- **Cross Cultural Learner Centre**
www.lcclc.org
- **London Public Libraries**
- Employment Resource Centres (ERC)**
www.londonpubliclibrary.ca
- **Fanshawe College**
www.jobconnect.fanshawec.ca
- **Goodwill's Career Centre**
www.goodwillindustries.ca
- **Service Canada**
www.servicecanada.gc.ca
- **Information London**
www.info.london.on.ca
- **Job Search Strategies, Centre for Lifelong Learning**
www3.sympatico.ca/jsslondon
- **LEADS Employment Services**
www.leadsservices.com
- **London Interfaith Counselling Centre**
www.licc.on.ca
- **London Training Centre**
www.londontraining.on.ca
- **London Unemployment Help Centre**
www.luhc.org
- **Nokee Kwe Occupational Skill Development Inc.**
www.nokekwe.ca
- **Pathways Skill Development & Placement Centre**
www.pathways.on.ca
- **Small Business Centre**
www.sbcentre.ca
- **WIL Employment Connections**
www.wil.ca
- **YOU - Youth Opportunities Unlimited**
www.you.on.ca

Downtown London Map Legend

- 1** 120 Queens Avenue
 - Service Canada
- 2** 171 Queens Avenue
 - LEADS Employment Services, 4th Floor, 519-439-0352
 - Goodwill's Career Centre, 6th Flr., 519-660-6888 (referrals)
- 3** 151 Dundas Street
 - City of London Community Services Dept. Market Tower Resource Centre, 2nd Floor, 519-661-2500 ext. 5906
- 4** 141 Dundas Street, The Skill Centre
 - Y.A.C. (Youth Action Centre), Lower Floor, 519-434-6500
 - Y.O.U. (Youth Opportunities Unlimited), 2nd Flr., 519-432-1112
 - WIL Employment Connections, 4th Floor, 519-663-0774
 - ATN (Accommodation, Training & Networking), 5th Flr., 519-433-7950
 - London Interfaith Counselling Centre, 6th Flr., 519-434-0077
- 5** 137 Dundas Street
 - Nokee Kwe, 2nd Floor, 519-667-7088
- 6** 210 Dundas Street
 - Pathways, 2nd Floor, 519-667-7795
- 7** 251 Dundas Street (Galleria Mall)
 - Central Library, 519-661-4600
- 8** 355 Wellington Street (Galleria Mall), Unit 114
 - Job Connect (Fanshawe College), 519-432-1220
 - Blueprints (Fanshawe College), 519-667-2392
 - Continuing Education (Fanshawe College), 519-432-0202
- 9** 383 Richmond Street (Royal Bank Building)
 - Job Search Strategies Workshop, Centre for Lifelong Learning, Suite 1108, 11th Floor, 519-432-8807 ext. 0
- 10** 114 Dundas Street
 - London Unemployment Help Centre, Main Flr., 519-439-0501
- 11** 390 King Street
 - Goodwill's Career Centre, 519-850-9675
 - Goodwill's Staffing Source, 519-850-8367



LANDMARKS

- | | | | |
|---------------------------|----------------------------------|-------------------------------------|---|
| 12 City Hall | 14 Federal Building | 16 Middlesex County Building | 18 VIA Train Station |
| 13 Great West Life | 15 Provincial Court House | 17 Greyhound Bus Station | 19 Provincial Services Bldg., 217 York St. |

DO I NEED HELP TO START?

For many people who want to find work, knowing where to begin is a challenge.

EVERYONE who needs help in London is eligible for one or more of our many community services.

HOW TO BEGIN...

- i) Attend an **Employment Planning Workshop** where you will learn about the many programs and services available to you in London that are supported by Service Canada (SC), or other funding sources.
- ii) Call for a **Community Referral** to an agency that can assist you.

If you need help to start, call

519-660-6888

For employment services in French, call: 519-675-3816

STEP 1 IS THERE ANYTHING IN MY WAY?

Some people have personal concerns they need help dealing with while they go out looking for work.

Are you feeling sick or depressed?

Do you need help with childcare?

Do you need help with transportation?

Do you need suitable clothes to start looking for work?

Are you new to Canada and not sure where to start?

Ready?
GO!

Do you worry because you can't read or write well enough to hold a job?

Do you have a disability that prevents you from getting suitable work?

There are people who can help.

On the inside of this card are the names and telephone numbers of agencies where you can go for help.

They will help you get ready for your next step.

If you don't have any personal concerns in your way, proceed to Step 2.



Step 1 – Help List Suggestions

For individual employment counselling ask for help at

Fanshawe Job Connect,
355 Wellington Street (Galleria Mall), Unit 114 - 519-432-1220

Goodwill's Career Centre,
171 Queens Avenue, Suite 604 - 519-660-6888

London Unemployment Help Centre,
114 Dundas Street, Main Floor - 519-439-0501

WIL Employment Connections,
141 Dundas Street, 4th Floor - 519-663-0774

Youth Opportunities Unlimited,
141 Dundas Street, 2nd Floor - 519-432-1112

Employment counselling for persons with disabilities

Goodwill's Employment Link,
390 King Street - 519-850-9675 ext. 212

LEADS Employment Services,
171 Queens Avenue, Suite 410 - 519-439-0352

For sick benefit eligibility inquire at the

Service Canada Centre (SCC)
120 Queens Avenue. Ask your **Family Physician** for a referral.

For individual or family counselling call

Family Services Thames Valley - 519-433-0183
125 Woodward Ave. - costs geared to income

London Interfaith Counselling Centre - 519-434-0077
141 Dundas St., 6th Floor - Ask your employment counsellor
for more information and a referral.

For financial counselling

Credit Counselling Thames Valley - 519-433-0159
125 Woodward Ave. - a non-profit, accredited agency

For personal distress, anxiety, depression or crisis, call
London Distress Centre Inc. - 519-667-6711 24 hr. phone line

London Mental Health Crisis Service - 519-433-2023

Canadian Mental Health Association - 519-434-9191

For housing assistance, contact

Housing Access Centre - 519-661-0861

For a listing of childcare services and other community
supports contact

Information London www.info.london.on.ca

To get materials to help you on any subject consult the

London Public Library - www.londonpubliclibrary.ca
or call 519-661-4600

For assistance in your career search, upgrading,
life planning, and life skills

The Career Directions Program - 519-667-7088
137 Dundas Street, 2nd Floor

Offers 6-week intensive workshop including practical and
supportive assessments. For individuals in vocational and
personal transition, unemployed or severely underemployed.

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IF YOU NEED HELP TO START CALL 519-660-6888

For assistance in your career search, workshops and upgrading

ATN (for people with disAbilities) - 519-433-7950

141 Dundas Street, Suite 504

For employment services that address the unique needs of immigrant jobseekers

London Unemployment Help Centre,

114 Dundas Street, Main Floor - **519-439-0501**

WIL Employment Connections - 519-663-0774

141 Dundas Street, 4th Floor

For employment services in French, call:

**ACFO de London-Sarnia/Centre de ressources
communautaires - 519-675-3816**

920, rue Huron

STEP 2 WHAT KIND OF WORK DO I WANT?

Unless you know what kind of job you want, it's hard to know where to start looking.

If you are unsure, there are a number of agencies with resources to help you explore work choices.

On the inside of this card are the names, addresses and telephone numbers of places where you can go to find information on careers, helpful workshops and upgrading your skills.



If you know what kind of work you're looking for, proceed to Step 3.

Step 2 – Help List Suggestions

Employment Resource Centres (ERC) are available at the following London Public Library locations:

Beacock Branch Library, 1280 Huron Street

519-453-8804 (ERC) or 519-451-8140 (Library)

Central Library, 251 Dundas Street (Galleria Mall)

519-661-5834 (ERC) or 519-661-4600 (Library)

Crouch Branch Library, 550 Hamilton Road

519-673-4473 (ERC) or 519-673-0111 (Library)

Jalna Branch Library, 1119 Jalna Boulevard

519-685-2761 (ERC) or 519-685-6465 (Library)

Pond Mills Branch Library, 1166 Commissioners Road East

519-681-1558 (ERC) or 519-685-1333 (Library)

Westmount Branch Library, 3200 Wonderland Road South

519-473-4712 (ERC) or 519-473-4708 (Library)

At the Employment Resource Centres, you may research careers, job trends, education and training opportunities and potential places of employment.

Career Decision-Making Programs:

Nokee Kwe Occupational Skill Development Inc. - 519-667-7088

137 Dundas Street, 2nd Floor

1. The Career Directions Program
2. Native Employment and Training Services

WIL Employment Connections - 519-663-0774

The Skill Centre, 141 Dundas Street, 3rd Floor

1. WorkStart
2. Career Start
3. The Career Exploration Workshop

Youth Opportunities Unlimited - 519-423-1112

Job Connect Program

YES Program

Career Exploration & Assessment Tools online

www.links2work.on.ca

Other suggested resources available in the community:

Fanshawe College

1. Blueprints Program - 519-667-2392

355 Wellington Street, Unit 114

2. Counselling & Student Life Services - 519-452-4282

1460 Oxford Street East, 'F' Block, Room F2010

3. Fanshawe Job Connect

For individual employment counselling - 519-432-1220

Goodwill's Career Centre - 519-660-6888

Individual employment counselling is available.

171 Queens Avenue, Suite 604

UWO Career Resource Centre - 519-661-3559

UCC Building, 2nd Floor

Additional Resource Centres:

ATN (for people with disAbilities) - 519-433-7950

141 Dundas Street, Suite 504

E.T.A.C. Employment Resource Centre - 519-858-4500

For Persons with disabilities

141 Dundas Street, Suite 509

Goodwill's Employment Resource Centre

390 King Street - 519-850-9675 ext. 216

London Unemployment Help Centre - 519-439-0501

114 Dundas Street, Main Floor

Ontario Works - 519-661-2500 ext. 5906

Market Tower, 151 Dundas Street, 2nd Floor

Springbank Employment & Learning Centre - Y.O.U.

519-474-4946 For individuals 16 years and up

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IF YOU NEED HELP TO START CALL 519-660-6888

Additional Resource Centres (*continued*):

The Skill Centre - Resource Centre - **519-432-1112**

141 Dundas Street, 2nd Floor

Youth Opportunities Unlimited (Y.O.U.) - **519-432-1112**

For individuals between 16 - 24 years of age

Your Job Search

Career Exploration & Assessment Tools online

www.links2work.on.ca

London Unemployment Help Centre -**519-439-0501**

114 Dundas Street, Main Floor

FOCUS Workshop - Two day job search target clarification workshop for Job Connect clients

For employment services in French, call:

ACFO de London-Sarnia/Centre de ressources communautaires - **519-675-3816**

920, rue Huron

STEP 3 DO I HAVE THE SKILLS/ QUALIFICATIONS I NEED?

You know what kind of career or work you want to do, but may not have the skills or qualifications to do the job.

If you need further education or skills upgrading to become employed, Service Canada has made it possible for you, if eligible, to obtain training.

More information is listed on the inside of this card.



If you have the skills to do the work you're looking for, proceed to Step 4.

Step 3 – Help List Suggestions

SKILLS DEVELOPMENT EMPLOYMENT BENEFITS

To be eligible for Skill Development Employment Benefits, you must have established an **E.I. claim within the last 3 years** or a **maternity/parental claim within the last 5 years**.

FULL-TIME TRAINING:

Financial assistance may be available for eligible individuals through Service Canada's **Skills Development Employment Benefits**. This program assists unemployed individuals who are not able to find work with the skills they have.

Financial assistance may be considered if:

- the training is a full time program of **15 hours or more** of classroom time per week
- the training is skills training/academic upgrading which leads directly to employment
- you have developed a **Return-to-Work Action Plan** in collaboration with an employment counsellor from an agency approved to assist with the training application process. To start this process call **519-660-6888**.

PART-TIME TRAINING:

If you wish to attend school or training for **10 hours or less** of classroom time **per week** and continue to collect regular E.I. benefits, you do not require approval.

If you wish to attend school or training for **11 - 14 hours** of classroom time **per week** and continue to collect E.I. benefits, **you require approval** from Service Canada (SC). You must complete the Training Course Information Questionnaire at **120 Queens Avenue, Main Floor**.

You must continue to be available for and seeking suitable employment while attending part-time training. All training must be declared on your Employment Insurance Claimant's Report.

All training hours must be declared on your E.I. Claimant's Report.

A variety of other financial assistance options may be available.

CLEAR - 519-661-2390

For those who are eligible for Skill Development Employment Benefits (see Full-time Training for definition) and receiving any income from Ontario Works, **call CLEAR for a referral to an Employment Counsellor**.

SELF-EMPLOYMENT

Information about Service Canada's Self-Employment Benefit Program and other entrepreneurial information is available at the **Small Business Centre, 316 Rectory St., 3rd Floor 519-659-2882**.

ADDITIONAL ASSISTANCE AND RESOURCES:

The London Community is fortunate to have many training providers/resources to assist individuals with skills or academic upgrading. For further information, check:

ATN (for people with disAbilities) - 519-433-7950

Long/short-term computer courses, literacy/numeracy upgrading

Fanshawe College - 519-452-4430 ext. 4883 E.I. Client Support Officer available to assist with information on Fanshawe programs, registration, etc. Appointment preferred.

Goodwill's Career Centre - 519-660-6888

Employment counselling to assist with your decision for training.

LEADS Employment Services - 519-439-0352 ext. 230

Step into the future to enhance skills for independence, employment and life.

London Training Centre - 519-685-4331 Skills, training and certifications for employment in the foodservice industry.

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ADDITIONAL ASSISTANCE AND RESOURCES:

(continued from inside)

GED (Grade 12 Equivalency) Assessment and Preparation

Contact any of the following sites:

Blueprints Program, Fanshawe College - 519-667-2392

For people who need help with upgrading to a Grade 12 level, planning for the future, career development and personal skills development.

Nokee Kwe Occupational Skill Development Inc.

519-667-7088 137 Dundas Street, 2nd Floor

1. Native Learning Centre
2. Native Language Training
3. Individual Tutoring

WIL Employment Connections

Computer Assisted Learning Centre - **519-663-0774**

Youth Opportunities Unlimited (YOU) - 519-432-1112

Individual support

CanLearn Interactive (for educational information)

www.canlearn.ca

Links to Educational Resources

A site that provides easy access to local training resources
www.links2work.on.ca

For employment services in French, call:

ACFO de London-Sarnia/Centre de ressources

communautaires - 519-675-3816

920, rue Huron

IF YOU NEED HELP TO START, CALL 519-660-6888

STEP 4 HOW DO I FIND THE RIGHT WORK?

You just can't seem to find the kind of work you're looking for.

There are many programs, resources and workshops available at no cost, to assist you in your job search. Even jobs outside of the London area are listed for your consideration.

Listed on the inside of this card are many resources you may find helpful in enhancing your job search. Valuable information is available which will increase your chances of finding suitable employment.



If you have found the kind of work you were looking for...*congratulations!* If you are having trouble keeping a job, proceed to Step 5.

Step 4 – Help List Suggestions

Employment Resource Centres (ERC) are available at the following London Public Library locations:

Beacock Branch Library, 1280 Huron Street
519-453-8804 (ERC) or 519-451-8140 (Library)

Central Library, 251 Dundas Street (Galleria Mall)
519-661-5834 (ERC) or 519-661-4600 (Library)

Crouch Branch Library, 550 Hamilton Road
519-673-4473 (ERC) or 519-673-0111 (Library)

Jalna Branch Library, 1119 Jalna Boulevard
519-685-2761 (ERC) or 519-685-6465 (Library)

Pond Mills Branch Library, 1166 Commissioners Road East
519-681-1558 (ERC) or 519-685-1333 (Library)

Westmount Branch Library, 3200 Wonderland Road South
519-473-4712 (ERC) or 519-473-4708 (Library)

At the Employment Resource Centres, help is provided with cover letters, résumés, proofreading, Internet job searches, labour market information, and company research.

Other resources include:

Public access computers, fax machine, free floppy disc for résumé, free printing of résumé and cover letter (up to 10 copies).

Job Search Workshops:

Job Finding Club - 519-439-0501

London Unemployment Help Centre,
114 Dundas Street, Main Floor

Job Search Strategies Workshop - 519-432-8807 ext. 0

Centre for Lifelong Learning, 383 Richmond St., Suite 1108

London Training Centre - 519-685-4331

Computerized Job Search Assistance program

Seven Employment Preparation Workshops - 519-663-0774

Combine modules 1 through 7 according to your needs.

WIL Employment Connections, 141 Dundas Street, 4th Floor

Other Resources available in the Community:

Fanshawe Job Connect - 519-432-1220

Group sessions and individual counselling for youth

Goodwill's Career Centre

Individual Counselling for Job Search - 519-660-6888

For Persons with Disabilities - 519-850-9675 ext. 212

Access to temporary and contract employment - 519-850-8367

LEADS Employment Services - 519-439-0352 ext. 222

Transition to Employment Workshop

One-to-one or small group sessions for people with disabilities or barriers - 171 Queens Avenue, 4th Floor

London Unemployment Help Centre - 519-439-0501

114 Dundas St., Main Floor

Nokee Kwe Occupational Skill Development Inc. - 519-667-7088

Native Employment and Training Services

137 Dundas Street, 2nd Floor

1. Focus on Aboriginal people not affiliated with a First Nations or who live out of province
2. Provides assessment, counselling and job search skills development

WIL Employment Connections - 519-663-0774

Specialists in Employment Preparation for Immigrants

The Skill Centre, 141 Dundas Street, 4th Floor

Job Search Tools:

Links2Work

Valuable job search information, résumé & cover letter writing tips. Résumé feedback. www.links2work.on.ca

Internet Job Postings:

Fanshawe Job Connect - 519-432-1220

Group sessions and individual counselling for youth

Links2Work

Easy access to job postings - www.links2work.on.ca

Service Canada Centre (SCC), 120 Queens Avenue

Job Bank Kiosks - www.jobbank.gc.ca

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IF YOU NEED HELP TO START CALL 519-660-6888

Additional Resource Centres:

The London Community Access Program

Community based, CAP is a network of organizations providing resource centres with public Internet access to assist individuals with on-line job search, résumé preparation, and general access to the Internet and technology resources. For a site nearest to you contact:
<http://cap.ic.gc.ca/index.htm>

Drop-In Career Information Centre - 519-439-0501

London Unemployment Help Centre
114 Dundas Street, Main Floor

E.T.A.C. Employment Resource Centre - 519-858-4500

For Persons with disabilities
141 Dundas Street, Suite 509

Goodwill's Employment Resource Centre - 519-850-9675 x 216

390 King Street

Native Youth Resource Centre - 519-667-7088

Nokee Kwe Occupational Skill Development Inc.
137 Dundas Street

Springbank Employment and Learning Centre - 519-474-4946

7-360 Springbank Drive

WIL Employment Connections - 519-663-0774

New to Canada? Begin your connection to relevant employment today. Employment Preparation Workshops for Immigrants.

141 Dundas Street, 4th Floor

Youth Opportunities Unlimited Resource Centre - 519-432-1112

141 Dundas Street, 2nd Floor

For employment services in French, call:

**ACFO de London-Sarnia/Centre de ressources
communautaires - 519-675-3816**

920, rue Huron

STEP 5 HOW DO I KEEP WORKING?

Have you had difficulty holding onto a job?

Have you lost your job because of situations such as:

- difficulty getting along with co-workers or supervisors?
- difficulty controlling your anger?
- lateness or poor attendance?
- inability to cope with stress?

You may benefit from individual counselling or other supports to look at why this is happening.

Listed on the back are programs that can help you stay employed.



Step 5 – Help List Suggestions

ATN (for people with disAbilities) - 519-433-7950

Individual employment counselling is available

The Career Directions Program - 519-667-7088 137 Dundas St.

Offers 6-week intensive workshop including practical and supportive assessments. For individuals in vocational and personal transition, unemployed or severely underemployed.

Fanshawe College - Blueprints program - 519-667-2392

This program is suitable if you are functioning at less than a Grade 12 level and need help planning your future, upgrading, and career and personal skills development.

Fanshawe College - Job Connect - 519-432-1220

Group sessions, individual counselling, job placement support for youth.

Goodwill's Career Centre

Individual employment counselling is available. Call **519-660-6888**, if you need assistance to keep working.

London Interfaith Counselling Centre - 519-434-0077

Individual employment counselling is for adults and youth facing serious challenges in implementing their Return to Work Action Plan or needing assistance to keep working.

London Unemployment Help Centre - 519-439-0501

People 25+. Individual employment counselling is available.

Network to Learning Project (NTL) - 519-433-7950 ext. 499

141 Dundas Street, Suite 504

Assessment and support for adults with learning disabilities.

WIL Employment Connections

Workstart - 519-663-0774

A five-day self-directed program to focus on employability development for professional growth; create a realistic and personalized step-by-step action plan for the future.

Youth Employment Services

Youth Opportunities Unlimited (Y.O.U.) - 519-432-1112

For individuals between 16 - 24 years of age.

Links2Work

Job retention & job development tips online under "**At Work**":
www.links2work.on.ca.

For employment services in French, call:

ACFO de London-Sarnia/ Centre de ressources

communautaires - 519-675-3816 920, rue Huron