

# STEPS FOR ELIGIBILITY

**NOTE:** All boxes MUST be checked for consideration

## **Step One:** Are you qualified?

- Ability to speak, read, and write English
- Right to work in the USA
- Current valid California driver's license – (minimum two years)
- Satisfactory driving record for the past five years
- Ability to pass a background check, drug test, employment verification, and DOT Physical
- At least 21 years of age
- Must have satisfactory attendance and work performance records as verified by reference check prior to offer of employment
- Unemployed
- Have at least 6 months of public contact or customer service experience

## **Step Two:** Collect documents

- Take Reading/Customer Service assessment tests GIVEN at recruitment
- Work documents – Social Security card, work visa, birth certificate, or passport
- Valid California driver's license
- Department of Motor vehicle H-6 Driving record – not older than 30 days from orientation attended
- Birth certificate, passport, etc.
- W-2's or detailed wage earnings report, dating back 10 years (may be retrieved from IRS office (free) or Social Security (cost), or your records
- Layoff letter, Unemployment Insurance Award letter, stubs
- Bring updated resume, and fill out work history on application (past 10 years) – given at recruitment