Job Shop

A GUIDE TO FREE JOB ASSISTANCE AND TRAINING PROGRAMS AND OTHER HELPFUL EMPLOYMENT INFORMATION

404-614-1000
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# JOB INFORMATION

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<td>Atlanta Center for Self Sufficiency</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>302 Decatur St.ATL. (404)572-9000</td>
<td>7:00 am to 11:30 am, 1:00 pm to 4:00 pm MON - FRI</td>
</tr>
<tr>
<td>Atlanta Urban League</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>100 Edgewood Ave. Ste. 600 (404)659-1150</td>
<td>8:00 am to 5:00 pm MON - FRI</td>
</tr>
<tr>
<td>Atlanta Workforce Development</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>818 Pollard Blvd., SW ATL. (404)658-9675</td>
<td>8:30 am to 5 pm MON – FRI; job fair: 9 am to noon every TUE</td>
</tr>
<tr>
<td>Bobby Dodd Institute</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>2120 Marietta Blvd. Atlanta 30318 (678)365-0071</td>
<td>8 am to 4:30 pm MON – FRI; males and females 16 years of age and above with mental or physical disabilities</td>
</tr>
<tr>
<td>Buckhead Christian Ministry</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>2847 Piedmont Rd., NE ATL. (404)239-0038</td>
<td>10 am to 3:30 pm MON TUE FRI; 11 pm to 3:30 pm WED</td>
</tr>
<tr>
<td>Cobb Works! Work Force Development Center</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>463 Commerce Park Dr. Ste. 100 Marietta (770)528-4300</td>
<td>8:00 am to 5:00 pm MON – FRI;</td>
</tr>
<tr>
<td>DeKalb Workforce Center</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>320 Church St. Decatur (404)687-3400</td>
<td>8:00 am to 6:30 pm MON - THU 8:00 am to 5:00 pm FRI</td>
</tr>
<tr>
<td>Duluth Cooperative Ministry</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>3395 Fox St. Bldg. 101 (770)623-9563</td>
<td>10:00 am to 2:00 pm MON, WED, FRI</td>
</tr>
<tr>
<td>Dunwoody Baptist Church</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>(770)280-1240</td>
<td>9:30 am to 11:30 am MON WED FRI</td>
</tr>
<tr>
<td>Fulton Atlanta Community Action</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>1690 Chantilly Dr., NE ATL. (404)320-0166</td>
<td>10 am to 3 pm MON WED from the 1st of the month to the 20th</td>
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United Way
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<th>Contact Information</th>
<th>Hours</th>
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<tr>
<td>Fulton County Department of Human Services-office of Aging</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>115 Martin Luther King Jr., Dr. Ste. 300 (404)730-4751 (770)306-5202 South Fulton</td>
<td>This is a comprehensive job assistance center hours vary; call for details</td>
</tr>
<tr>
<td>Goodwill Industries of North Georgia</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(404)728-8600 Decatur</td>
<td>Hours vary, call for details</td>
</tr>
<tr>
<td>Latin American Association</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>2750 Buford Hwy. (404)638-1800</td>
<td>hours vary; call for details</td>
</tr>
<tr>
<td>Must Smyrna</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>460 Pat Mell Rd. Smyrna, (770)436-9514</td>
<td>10 am to 1 pm MON – FRI</td>
</tr>
<tr>
<td>Peer Project</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>4684 A Roswell Rd. Sandy Springs (404)847-9927</td>
<td>9 am to 5 pm MON TUE THU FRI</td>
</tr>
<tr>
<td>Real Life</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>382 Senoia Rd. Tyrone (770)631-9334</td>
<td>9 am to noon MON - THU; 5 pm to 7 pm THU by appointment only</td>
</tr>
<tr>
<td>Southwest Ecumenical Emergency Assistance Center</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>1040 Ralph David Abernathy Blvd. ATL. (404)756-1699</td>
<td>9 am to 1:30 pm MON THU</td>
</tr>
<tr>
<td>Spectrum Technical Institute</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>2692 Harris St. Ste. 101 ATL. (404)209-0571</td>
<td>9 am to 5 pm MON – FRI</td>
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<td>Women’s Employment Opportunity Project, Inc.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>213 Georgia Ave., SE Ste. 206, ATL (404) 681-2497</td>
<td>9:30 am to 5:00 pm MON - WED</td>
</tr>
<tr>
<td>Worktec</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>221 Stockbridge Rd. (770)473-2840</td>
<td>8 am to 5 pm MON – FRI</td>
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Job Information

Georgia Department of Labor

DOCUMENTS:
Picture ID/driver license, social security card, must provide DD 214 for veteran's services

Atlanta - 148 Andrew Young International Blvd., NE Atlanta, GA 30303        (877)709-8185
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI; 16 to 24 years of age for Job Corps program.

Atlanta - 2636-14 M.L. King Jr., Dr. Atlanta, GA 30311        (404)699-6900
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Atlanta - 2943 N. Druid Hills Rd. Atlanta, GA 30329        (404)679-5200
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Jonesboro - 2450 Mt. Zion Pkwy. Ste. 100 Jonesboro, GA 30236        (678)479-5886
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Marietta - 465 Big Shanty Rd. Marietta, GA 30066        (770)528-6100
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI

Decatur - 3879 Covington Hwy. Decatur, GA 30032        (404)298-3970
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI

Norcross - 2211 Beaver Ruin Rd. Ste. 160 Norcross, GA 30071;        (770)840-2200
SERVICE HOURS: 8:00 am to 4:30 pm MON - FRI; 16 to 24 years of age for Job Corps program.
SERIAL COMMUNITY
SERVICE EMPLOYMENT
PROGRAMS

AgeWise Connection - Atlanta Regional Commission –  (404)463-3333
SERVICE HOURS: 8:00 am to 5:00 pm MON – FRI; ELIGIBILITY: low-income seniors 55 years of age and above

American Association of Retired Persons /AARP - 1718 Peachtree St., NW  Ste. 991S Atlanta, GA 30309
SERVICE HOURS: 8:00 am to 4:00 pm MON - FRI  (404)892-4446
ELIGIBILITY: low-income; seniors 55 years of age and above who need training and job placement
AREA SERVED: Cobb, Douglas, Fayette, Fulton

Atlanta Urban League - 100 Edgewood Ave., NE  Ste. 600 Atlanta, GA 30303
SERVICE HOURS: 8:30 am to 5:00 pm MON – FRI; DOCUMENTS: Picture ID/driver license, social security card  (404)659-1150

Georgia Department of Labor - 148 Andrew Young International Blvd., NE Atlanta, GA 30303
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI  (877)709-8185

Georgia Department of Labor - 2943 N.Druid Hills Rd. Atlanta, GA 30329  (404)679-5200
SERVICE HOURS: 8:00 am to 6:30 pm MON - THU; 8:00 am to 4:30 pm FRI; 9:00 am to noon SAT

Gwinnett County Senior Services - 2755 Sawnee Ave. Buford, GA 30518  (770)614-2527
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI; ELIGIBILITY: seniors 60 years of age and above; job training: 55 years of age and above; AREA SERVED: Gwinnett

Gwinnett County Senior Services - 5030 Georgia Belle Ct. Ste. 1066 Norcross, GA 30093  (770)638-5683
SERVICE HOURS: 8:00 am to 4:30 pm MON – FRI; ELIGIBILITY: seniors 60 years of age and above; job training: 55 years of age and above; AREA SERVED: Gwinnett

Jewish Family and Career Services - 4549 Chamblee-Dunwoody Rd. Dunwoody, GA 30338  (770)677-9300
SERVICE HOURS: 9:00 am to 5:00 pm MON - FRI
WORK CLOTHING

A SPECIAL BOUTIQUE, INC. – 1540 Hwy. 138 Conyers, GA 30013 (404) 547-6950
Hours: 10:00 am to 2:00 pm MON - THU; Eligibility: low income, homeless men, women and children;
Area Served: DeKalb, Newton, and Rockdale

ACTION MISSION MINISTRIES - 18 William Holmes Borders Dr., NE, Atlanta (404) 659-4328; Hours: 1:00 pm to 3:00 pm MON WED; Eligibility: written referral from a social service agency or church request;
Area Served: zip codes 30303, 30306, 30307, 30308, 30312, 30315

ATLANTA CENTER FOR SELF SUFFICIENCY – 302 Decatur St., Atlanta, GA 30312; (404) 572 – 9000 Hours: 7:00 am to 11:30 am, 1:00 pm to 4:00 pm MON – FRI; Eligibility: homeless individuals;
Area Served: Metro Atlanta Counties

BEULAH MISSIONARY BAPTIST CHURCH – 167 Griffin St., NW Atlanta, GA 30314 (404) 688-2296
Hours: 10:30 am to 1:00 pm WED; Eligibility: no restrictions; Area Served: Cobb, DeKalb, Douglas, Fulton

CHRISTIAN AID MISSION PARTNERSHIP / CAMP – 6289 Veterans Memorial Hwy. #12-A Bldg. 12 (770) 819-0662 Hours: 9:00 am to 2:00 pm MON – FRI; Eligibility: low-income, residents of service area only;
Area Served: Cities of Austell, Clarkdale, Lithia Springs, Mableton, Powder Springs

CHRISTINA’S CLOSET – 210 Paulding Ln. Dallas, GA 30132 (770) 445-9201 Hours: by appointment only;
Eligibility: women who are actively seeking employment, newly hired or currently have an interview scheduled; Area Served: Bartow, Carroll, Cherokee, Cobb, Douglas, Paulding

DRESS FOR SUCCESS ATLANTA - 67 Peachtree Park Dr. Ste. 101 Atlanta, GA 30309 (404)589-1177
Hours: 8:45 am to 2:45 pm TUE – FRI; Eligibility: agency requires a written referral from one of their partner organizations; call agency for more details.
Area Served: Metro Atlanta Counties

KAMILEON’S KLOSET, INC. – Atlanta, GA 30349 (404) 788-9923 Hours: 9:30 am to 4:30 pm MON – Thu; Eligibility: low income individuals;
Area Served: Metro Atlanta Counties

MUST CHEROKEE - 141-B W. Marietta St., Canton, GA 30114 (770)479-5397 Hours: 10:00 am to 2:00 pm MON – FRI; Eligibility: residents of service area only Area Served: Cherokee

PLACE OF ENLIGHTENMENT- 2720 Centerville Hwy., Snellville (770) 982-8221; Hours: 10:00 am to 1:00 pm MON; 9:00 am to 1:00 pm WED FRI; 4:00 pm to 6:00 pm TUE; 9:00 am to noon SAT; Area Served: Gwinnett

REAL LIFE CENTER - 382 Senoia Rd. Tyrone, GA 30290 (770)631-9334 Hours: 9:00 am to noon MON - THU; 5:00 pm to 7:00 pm TUE THU by appointment; Area Served: Fayette

SIGNS & WONDERS, INC. - 120 S. Perry St., Lawrenceville (770) 962-0470; Hours: call for appointment: 9:00 am to 1:00 pm MON – FRI; Area Served: Gwinnett

SPIRIT OF SUCCESS CAREER CLOTHING CONNECTION – 2000 Powers Ferry Rd. Ste. 2-3 Marietta, GA 30067 (770)956-0711; Hours: 10:00 am to 2:00 pm WED FRI; Eligibility: economically challenged women; Area Served: Metro Atlanta Counties

WAREHOUSE OF HOPE - 100 Hunter Rd., Douglasville, GA 30134 (770)489-0509

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Technical College System of Georgia
1800 Century Pl.  Ste. 400 Atlanta, GA  30345-4304

(404)225-4601
(800) 946-9433

DESCRIPTION:
This agency contributes to the economic, educational, and community development of Georgia by providing quality technical education, adult literacy education, continuing education and customized business and industry workforce training to the citizens of Georgia.

SERVICE HOURS: varies by location, call for details

ELIGIBILITY:
16 years of age and above, high school diploma or GED needed for all associate programs

INTAKE PROCEDURE: telephone, walk-in

DOCUMENTS: Picture ID/driver license

FEES: vary by program

Services in this Service Group/Program:
Community Colleges
English as a Second Language
GED Instruction
GED Test Sites
Professional Continuing Education
Technical/Trade Schools
WIA Programs

AREA SERVED: Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, Rockdal
Georgia Department of Labor
Employment Standards Administration
Wage and Hour Division - Atlanta District
61 Forsyth St., Sw Room 7m10 Atlanta, GA 30303

(877)889-5627 TTY
(866)487-9243

DESCRIPTION:
The Wage and Hour Division (WHD) is a division that enforce the laws which establish a minimum hourly pay rate for employees, conditions for overtime pay and a maximum work week of 40 hours.

SERVICE HOURS:
8:00 am to 5:00 pm MON - FRI

ELIGIBILITY:
No restrictions

INTAKE PROCEDURE:
Telephone, walk-in, appointment, Internet

DOCUMENTS:
No documents required

FEES:
None

LANGUAGES:
Spanish
EMPLOYMENT DISCRIMINATION ASSISTANCE

Programs that provide assistance for people who believe that they have been denied equal access to employment or that they have been treated unfairly as employees, i.e., that they were sexually harassed or denied equal pay for equal work, passed over for a promotion, denied training opportunities or fired on the basis of their age, gender, race or ethnic origin, nationality, religion, disability, sexual orientation or marital status. In Canada, sources of income, same-sex partner status, criminal convictions, political beliefs and family status may apply. Also included are programs that provide assistance for job applicants who feel they have been denied employment because of a military service obligation or help restore job seniority and pension rights which have been withheld from service personnel because of an absence from work due to a service obligation.

9 to 5, Atlanta Working Women - 501 Pulliam St., SW #344 Atlanta, GA 30312  (404)222-0037
DESCRIPTION: This agency offers assistance to working women who are experiencing discrimination such as sexual harassment or pregnancy discrimination; SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI.

Anti-Defamation League - 3490 Piedmont Rd. Ste. 610 Atlanta, GA 30305  (404)262-3470
DESCRIPTION: This organization provides cultural diversity awareness workshops, fights discrimination through education and advocacy, and assists with filing formal complaints. They also maintain an extensive database of terrorist activity throughout the globe; SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI.

Atlanta Legal Aid Society - 151 Spring St., NW Atlanta, GA 30303  (404)524-5811
SERVICE HOURS: 9:00 am to 5:00 pm MON - FRI; senior legal hotline: 9:00 am to 3:00 pm MON – FRI.

Georgia Advocacy Office - 150 E. Ponce de Leon Ave. Ste. 430 Decatur, GA 30030  (404)885-1234
SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI; ELIGIBILITY: people with disabilities or mental illness and their families.

NAACP - Atlanta Branch – 2001 Martin Luther King Jr. Dr., Atlanta, GA 30315  (404)756-5447
SERVICE HOURS: 9:00 am to 5:00 pm MON – FRI

U.S. Equal Employment Opportunity Commission - 100 Alabama St. Ste. 4R30 Atlanta, GA 30303  (404)669-4000
SERVICE HOURS: 8:30 am to 4:00 pm MON - FRI

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JOB ASSISTANCE PROGRAM

ATLANTA DAY SHELTER
FOR WOMEN AND CHILDREN

655 Ethel St., NW, Atlanta 30318
404/876-2894

Services Hours:
8:00 am to 4:00 pm MON - SUN; pap smears: 1st FRI of the month; medical services: 9:00 am to noon MON; 9:00 am to 3:00 pm WED FRI; no medical service the 3rd FRI of each month

FOCUS

Provides self-support programs and services
Professional and trained workers
Provides a daytime home where basic needs are met

SERVICES:

Alcoholism/Drug Abuse Counseling
Career Counseling
Individual Counseling
Showers
Childhood Immunizations
Community Clinic
Computer Classes
Confidential HIV Testing
Job Search/Placement
Laundry Facilities
Pap Smears
Religious Activities
WIC Application/Certification
Homeless Drop-In Center
need help finding a job?  
need help keeping a job?

If you answered yes to either of these two questions, you should consider becoming a member of the Atlanta Enterprise Center (AEC)

What does the A.E.C. offer you?

- Job Information
- Job Interview Training
- Job Readiness
- Job Search/Placement
- Job Search Techniques

SERVICE HOURS:
8:00 am to 4:00 pm MON - FRI
Job Assistance & Training Program

Atlanta Workforce Development Agency

818 Pollard Blvd., SW Atlanta, GA 30315

(404)546-3000 Main Number

DESCRIPTION:
This agency’s mission is to provide a single point of entry for workforce information - bringing businesses, job seekers, and training providers together to provide skilled workers for every business and employment.

SERVICE HOURS:
8:00 am to 5:00 pm MON - FRI; orientation
Job Fair: 9:00 am to noon every TUE

ELIGIBILITY:
City of Atlanta residents

INTAKE PROCEDURE:
Telephone, walk-in, appointment

DOCUMENTS:
Proof of residence or lease, employment history, military status if applicable
Fulton County Department of Human Services - Office of Workforce Development
One Margaret Mitchell Square  Ste. 300 Atlanta, GA  30303
(404)730-4751

DESCRIPTION:
This program has opportunities for qualified seniors to learn new skills through training sessions, employment counseling and on-the-job training.

SERVICE HOURS:
8:30 am to 5:00 pm MON - FRI

ELIGIBILITY:
Youth 13 to 23 years of age for summer youth program; 18 years and above for other programs

INTAKE PROCEDURE:
Telephone, walk-in, appointment

DOCUMENTS:
Picture ID/driver license, social security card, birth certificate, proof of residence or lease, proof of income

FEES: None

AREA SERVED: Fulton

LOCATIONS:
North Fulton Career Center 770/645-4480
8610 Roswell Rd., Ste. 660 / Atlanta, Ga 30350

South Fulton Career Center 770/306-5202
5710 Stonewall Tell Rd., Ste. 160 / College Park, Ga 30349
DESCRIPTION:
This is a comprehensive work based rehabilitation program serving the needs of individuals with disabilities. WORKTEC subcontracts work from businesses and industry to train participants in needed work habits and specialized job skills. Classes assist in remedial education and learning to broaden participation in community life.

SERVICE HOURS:
8:00 am to 5:00 pm MON - FRI

INTAKE PROCEDURE:
Telephone

ELIGIBILITY:
Individuals with a disability and/or barrier(s) to employment

DOCUMENTS:
Picture ID/driver license, social security card, proof of residence or lease, medical or psych records

REFERRAL REQUIRED:
Referral from sponsoring agency

FEES: None

AREA SERVED:
Clayton, DeKalb, Fayette, Fulton, Henry
**DESCRIPTION:**
This organization helps low-income women make tailored transitions into the workforce. The organization provides interview suits, confidence boosts and career development to low-income women re-entering the workforce, or entering the workforce for the first time. Anyone needing assistance from this agency must contact one of their partner agencies and obtain a referral. See below for a list of this agency's community partners.

**SERVICE HOURS:**
9:00 am to 2:00 pm TUE - FRI; 6:00 pm to 8:00 pm TUE

**ELIGIBILITY:**
Women who have scheduled interviews and are referred by one of their member agencies or women who have completed a job training program through one of their partnering organizations

**INTAKE PROCEDURE:**
Telephone, appointment only; agency requires a written referral from one of their partner organizations; call agency for more details

**DOCUMENTS:** Picture ID/driver license, referral from partner agencies

**FEES:** None

These are the community partners from which a client can get a referral for Dress for Success.

| Asian-American Resource Center | House of Hope |
| Atlanta Day Shelter for Women & Children | Institute for Global Education |
| Atlanta Enterprise Center | Integrated Life Center |
| Atlanta Technical College | Interfaith Outreach Home, Inc. |
| Atlanta Union Mission | International Rescue Committee |
| Atlanta Urban League | Jewish Family & Career Services |
| Atlanta Workforce Development | Let's Talk About the Family |
| Atlanta's Children's Shelter | Literacy Action, Inc. |
| Breakthru Houses, Inc. | Lutheran Services of Georgia |
| Briggs and Associates | Mary Hall Freedom House |
| Center for the Visually Impaired | Nicolas House, Inc. |
| City of Hope | Operation Hope Educational & Developmental Corp. |
| Cobb/Douglas County Board of Health | Partnership Against Domestic Violence |
| Community Friendship | Peer Project |
| Community Opportunity center | Refugee Resettlement & Immigration Services of Atlanta |
| Covenant House of Georgia | Ropheka Rock of the World Ministries |
| | Samaritan House of Atlanta |
| D & E, A Financial Education and Training Institute | Spirit of Onesess, Inc. |
| DeKalb Juvenile Court | St. Jude's Recovery Center |
| DeKalb Workforce Center | Sullivan Center |
| Drake House | Tangu Phase II, Inc. |
| East Lake Family YMCA | Turning Point Enterprises |
| Every Woman Works | Women in Community |
| Families First | Women's Employment Opportunity Project |
| First Presbyterian Church | WORKTEC |
| Fulton Atlanta Community | YMCA Workforce Enterprise |

**AREA SERVED:**
Butts, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, Rockdale

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DESCRIPTION:
This organization provides various types of training to individuals with physical or mental disabilities. Services include vocational/work evaluation, basic skills training, typing and computer classes, job readiness, job placement, and supported employment.

SERVICE HOURS:
8:00 am to 4:30 pm MON - FRI

ELIGIBILITY:
16 years of age and above with mental or physical disabilities; also serves economically disadvantaged individuals

INTAKE PROCEDURE:
Telephone, appointment, referral, must have work permit if younger than 16 years of age

DOCUMENTS:
Picture ID/driver license, social security card, birth certificate, proof of income, medical or psych records

FEES:
Varies by program
Cobb Works! Work Force Development Center

463 Commerce Park Dr. Ste. 100 Marietta, GA 30060

(770)528-4300

DESCRIPTION:
This organization offers numerous employment services including job training, prevocational training, and career counseling.

SERVICE HOURS:
8:00 am to 5:00 pm MON - FRI

ELIGIBILITY:
No restrictions

INTAKE PROCEDURE:
Trainings: telephone, appointment; all other services: walk-in, telephone

DOCUMENTS:
No documents required

FEES:
None

AREA SERVED:
Cobb