

Dear EFS Client:

Welcome to Employment For Seniors! As a non-profit organization, our mission is to empower mature adults (50 years of age and older) to reach their desired employment potential by: providing personalized employment assistance; strengthening partnerships with employers and the community; and promoting awareness through advocacy and education. Let us assist you in becoming the “best possible candidate” you can be, as well as gaining a greater understanding of the job search and interviewing processes!

Stay up-to-date on the many opportunities available to you through Employment For Seniors, by going directly to our web site weekly www.employ seniors.org

Follow these easy steps to stay current with the EFS Job List

- ✓ Click on the button “Go To Our Job List” (upper left corner of the main webpage)
- ✓ Review the available jobs, the list starts with the most current job which has the highest JobID #
- ✓ When you see a position that is of interest to you, click on the four digit JobID# which will open the full job description
- ✓ It is very important that you read the description, requirements and details of each job before you contact EFS. **If you do not meet the minimum qualifications, we will not be able to provide you with the application information.**
- ✓ If you are not interested in the job after reading the description, click “Return to Job List” button.
- ✓ Once you have read all the information posted about the job (e.g. description, requirements, location, etc.), you are interested in **and you meet the minimum requirements**, there are **two ways** to obtain details on the employer and the application process:

#1: Note the JobID #, then Click on the “How do I Apply?” button at the bottom of the position description

- ✓ Complete the form and click “Submit”. You can include more than one job number on the form. ***Due to time constraints, we may be able to provide you with only 3-4 positions each day.***
- ✓ We will contact you, via phone regarding your job request(s) during our regular business hours (9am to 1pm, Monday through Friday), within 1-2 working days. EFS will provide the employer contact information either over the phone or via email. Some details may not have been provided to us; salary and other employment terms are between you and the employer.
- ✓ Follow through is critical to your job search; be sure to contact employers you receive from EFS. ***Be sure to reference Employment For Seniors in your application materials.***
- ✓ The position may have been filled by an employer but they have not yet notified EFS. **If an employer tells you a position is no longer open, please notify the Employment For Seniors office so we can update the Job List.**

#2 – Receive information on job numbers by calling the EFS office (614/863-1219 Monday-Friday, 9am-1pm)

If you would prefer to call the EFS office to obtain employer information, you will need to provide the following:

- ✓ Your first and last name (as you registered at EFS)
- ✓ The four digit Job ID number(s) for which you meet the minimum qualifications (3-4 positions per day).

If you do not have access to a computer, visit your local library and take advantage of their computer labs and internet access.

Have you found a job? Congratulations!

We are very interested in your successful job search. Please call EFS if you accept a position! This information provides crucial data for grants and donation requests, which allow us to continue providing our services, free of charge. Whether or not you received the job through EFS, our donors are encouraged when mature job seekers are successful!

Employment For Seniors, Inc. is an Equal Employment Employer and does not discriminate against otherwise qualified candidates for employment or volunteer opportunities, or clients seeking services, with regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws. Employment For Seniors complies with applicable state and local laws governing non-discrimination in employment. This policy applies to any terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. If you need assistance and/or accommodation to participate in the programs, services and/or interview process, please notify the executive director or staff.

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