



**Monmouth County Workforce Development
REQUIRED DOCUMENTS**

A proud partner of
the
AmericanJobCenter
network

PROOF OF CITIZENSHIP
Birth Certificate (if your married name is different, please bring your marriage license also)
Passport (counts as a photo I.D.)
Resident Alien Card
Baptismal Certificate

PROOF OF RESIDENCY
Driver's License (counts as a photo I.D.)
Utility Bill (addressed to your name)
Postmarked Envelope Sent To You (less than 60 days old)

SOCIAL SECURITY CARD
Social Security Card
Two Official Papers (which show your social security number)

RESUME
One copy of your current resume

NJCAN.org ASSESSMENTS (Please print out both Assessments)
Please go to www.njcan.org <ul style="list-style-type: none"> • User Name: MCET • Password: CAREERS On the Menu Bar, click Assessments and take BOTH the "Career Cluster Inventory" and the "Interest Profiler"

JOB SEARCH WORKSHOP ONLINE VIEWING
Please go to <i>Online Workshops and Job Search information:</i> https://www.youtube.com/channel/UCyZq71vxSlCmOjdwULGmgpg Job Search Workshop 1, Module 1 is MANDATORY

ADDITIONAL DOCUMENTS NEEDED (Please bring all documents listed below, if applicable)
Current/last pay stubs for you and your spouse with year-to-date earnings (past 6 months)
Current letter from Local Welfare Office regarding Food Stamps or TANF Grant Award
SSI or Social Security Award Letter
Proof of Family Size: (first two pages of current year 1040 Form or birth certificates for all household members)
Most recent W2
Layoff Letter or Notice
Any other source of income (alimony and/or child support)
Job Search (last 3 months)
Transcript or Diploma (from 2 or 4-year college in USA)
Veterans: DD214 or Discharge Papers
Selective Service Card (all males born on or after January 1, 1960) www.sss.gov
Other: