



**Monmouth County Workforce Development  
REQUIRED DOCUMENTS**

A proud partner of  
the  
**AmericanJobCenter**  
network

<b>PROOF OF CITIZENSHIP</b>
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

<b>PROOF OF RESIDENCY</b>
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)

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

<b>RESUME</b>
One copy of your current resume

<b>NJCAN.org ASSESSMENTS</b> (Please print out both Assessments)
Please go to <a href="http://www.njcan.org">www.njcan.org</a> <ul style="list-style-type: none"> <li>• User Name: MCWDClient</li> <li>• Password: 4AccessNJCAN</li> </ul> See complete instructions on separate sheet.

<b>JOB SEARCH WORKSHOP ONLINE VIEWING</b>
Please go to Online Workshops and Job Search Information:  <a href="https://youtu.be/Mak5eAATPI?si=Zm0V8kp1DLJuB3XT">https://youtu.be/Mak5eAATPI?si=Zm0V8kp1DLJuB3XT</a>  Job Search Workshop I, Module 1 is mandatory.

<b>ADDITIONAL DOCUMENTS NEEDED</b> (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) <a href="http://www.sss.gov">www.sss.gov</a>
Other: