

## **WE CAN HELP YOU GET AND KEEP A JOB!**

I need help with the following:  
(check all that apply)

- Finding a job
- Job training to obtain a growing career
- Writing my resume
- A GED diploma so I can get a better job
- Enhanced communication skills
- Access to a career support network
- Appropriate professional clothing
- Learning workplace etiquette
- Tips on how to dress for work
- Career support after a conviction
- Assessment on my current skills
- Career planning and goal setting
- An internship to gain experience
- With my finances and budgeting
- Long-term job support while I'm working
- With transportation
- Quality child care while I'm working

ACAP's Career Services can help with all your above needs and many more!

Just bring this checklist to one of our career services staff and begin your journey into a rewarding career and life!

To learn more about ACAP's other programs go to  
[www.albanycap.org](http://www.albanycap.org)

## **ACAP'S OTHER FREE PROGRAMS & SERVICES\***

Dress for Success Albany  
Head Start (Early Education)  
Child care  
Weatherization Assistance Program  
Home Energy Assistance Program (HEAP)  
Cohoes Food Pantry  
Income Tax Preparation  
Home Rehab for the Disabled  
Family Court's Children Center  
and more!

\* Call or check our website for a complete list of programs and services. Offerings are subject to change without notice.



Scan our QR code above to go  
immediately to our website.



THE POWER OF CHANGE

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[www.albanycap.org](http://www.albanycap.org)

**CAREER SERVICES**

**YOU can succeed!**

Offering FREE Career Guidance

# Common Questions

## Who is eligible?

To qualify you must be at least 18 years old and not currently enrolled in a traditional high school. In addition, there are eligibility guidelines based upon household income. For more information you can attend one of our mandatory orientations held on Mondays at 10:00 a.m. at our Albany Outreach Center at 333 Sheridan Avenue, Albany. Or call 518.463.3175 for more information.

## Do I need a GED or high school diploma?

While some programs do require a GED or high school diploma, others do not. If you are interested in obtaining a GED or diploma, ACAP can help you achieve this goal. Please call or attend one of our Monday orientations for more informations.

## Are there training and/or certification opportunities?

Yes. ACAP's Career Services offers various training options throughout the year in fields such as nursing, weatherization, construction, culinary arts, early childhood education, janitorial, computers etc. While training and certification are important aspects of career development, ACAP's program stresses career exploration, job readiness and long-term job retention as its key components. This strategy allows our participants to sustain a more viable career path and continuous growth.



**We get you on the right path.**

**You choose your destination!**

## How long does the program last?

It varies depending upon your interests and goals. A training generally lasts 6 to 8 weeks with additional employment services that continue beyond the training schedule. In addition, we offer retention services for up to one year after you are placed in a job.

## Can you help me find work if I have a criminal conviction?

Absolutely. We have been very successful in placing men and women with past criminal histories in positions throughout the Capital Region. We have an excellent reputation with local employers willing to give our quality participants career opportunities and a second chance!

## How do I get started?

Drop in on one of our orientation sessions held on Mondays at 10 a.m. at ACAP's Outreach Center, 333 Sheridan Avenue, Albany and make the first step to achieving a fulfilling career. If after the orientation you decide that this is the program for you, simply schedule an appointment with one of our employment specialists to complete a career assessment and begin preparing for your future! ACAP staff can also assist you with your child care, transportation, and/or additional education needs while in the program.

**HURRY...YOUR FUTURE AWAITS!**

For more information visit us at  
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or call 518.463.3175

