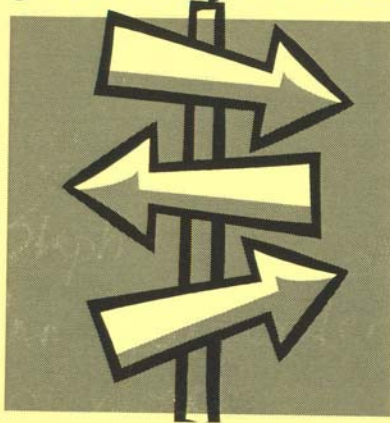


MIDDLESEX COUNTY

ONE-STOP CAREER CENTERS

Pointing the Way to Your Future



NEW BRUNSWICK

550 Jersey Avenue

Workforce Investment Board & Board of
Social Services Programs 732-745-3955
Monday - Friday 8:30 am - 4:30 pm

Employment/Reemployment Services

732-937-6200
Monday-Friday 8:30 am to 4:30 pm

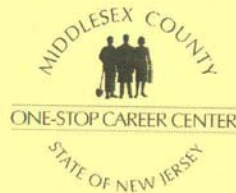
PERTH AMBOY

161 New Brunswick Avenue

Workforce Investment Board & Board of
Social Services Programs 732-826-3200
Monday - Friday 8:30 am to 4:30 pm

Employment/Reemployment Services

732-293-5016
Monday-Friday 8:30 am to 4:30 pm



wnjpin.net

www.co.middlesex.nj.us/employment

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Customer Notes and Reminders

Counselor's Name: _____

Phone Number: _____

Appointment Dates: _____

As a "guide," this booklet does not contain the complete details or descriptions of federal or state eligibility requirements or program components for included programs and services. The intent of this booklet is not as a legal reference and should not be cited as such in applying for any program or service. It is also not the intent of this booklet to contain complete details of every program. Complete eligibility requirements and program features should be obtained from the administering source by calling the phone number provided or your One-Stop counselor.

A Brief Description of Our One-Stop Career Centers

Middlesex County's One-Stop Career Centers are part of a universal access system that has combined local employment and training programs into easily accessible centers. Instead of going to several different locations to find a job, enroll in training or apply for compensation benefits, a customer can receive several employment related services by making just "one stop."

Who We Serve

All One-Stop Career Centers are open to residents who are at least 14 years of age, and to employers. Services are free. Specialized counseling and assistance is provided to military veterans through a Local Veterans Employment Representative (LVER) or Disabled Veterans Outreach Program (DVOP); individuals with a disability through the Division of Vocational Rehabilitation (DVR); and persons over 55 years of age through Workforce 55+ and Easter Seals, New Jersey's Senior Community Service Employment Programs.

Core services offered

Our centers provide the following universal core services:

Job Search Assistance	Job Placement Assistance
Labor Market Information	Job Openings List
Individual Career Counseling	Computer Access
Financial Aid Information	Interviewing Skills Training
Resume Writing	

Unemployment provides income to eligible clients when they are not working. Claims may be filed by phone at 732-761-2020 or via the Internet at www.NJUIFILE.NET.

Online Access

You may access general information about the One-Stop Center's services at <http://lwd.dol.state.nj.us/labor> by clicking on the topics under the Jobseekers banner. You may also file for Unemployment Insurance online at that site by clicking on the Unemployment Insurance tab.

Other Services and Training Opportunities Offered

In addition to the core services listed on the previous page, the One-Stop Centers offer a variety of services to individuals in preparation for entry or re-entry into the workforce. We also offer assistance to employers seeking workers. Some of these options include:

Services for Job Seekers

- * Aptitude and interest testing;
- * Learning Link Program (see page 6) to enhance basic skills;
- * English as a Second Language (ESL) referrals;
- * General Educational Development (GED) preparation & testing;
- * Basic Skills testing;
- * Vocational training services;
- * Training in labor demand occupations;
- * On-the-Job- Training (OJT);
- * Individual skills assessment, career counseling and support services;
- * Referrals to other agencies for supportive services (health, housing, child care);
- * Career Beacon Workshops, which provide instruction on how to look for a job, networking, resume writing, and selling yourself;
- * Internet access to New Jersey's Job Exchange, and state Civil Service and federal job postings;
- * Access to fax and computer for job search assistance;
- * Access to software programs to upgrade skills or learn new ones;
- * Professional Service Group (mutual support group of professionals looking for work; includes resume review, interviewing, networking).

Services for Employers

The **Business Resource Center** provides business solutions to small and mid-size employers. It addresses workforce development issues associated with employee recruitment and training, offering such services as interviewing, screening and referral of job candidates, and on-or off-site job fairs. A secondary role is to help companies and non-profits navigate government agencies, and find information about new business and economic development opportunities, loan programs, child labor laws, general wage and hour information, labor market data, and permitting issues. For more complete information on services and assistance offered to businesses, contact the Business Resource Center at 732-418-3347.

Your Introduction to the One-Stop Service Delivery System

Orientation Sessions:

**New Brunswick, 550 Jersey Avenue
(Call 732-937-6200 for times)**

**Perth Amboy, 161 New Brunswick Avenue, Third Floor
(Call 732-293-5016 for times)**

At these sessions you will receive valuable information about all of our One-Stop services:

- * Job Search;
- * Training;
- * Obtaining your One-Stop ID Card to track your job search efforts;
- * Meeting with follow-up specialist.

Career Advisor:

This staff member will meet with you and review:

- * Work History;
- * Skills and Career Options;
- * Career Counseling for training assistance;
- * Career Guidance.

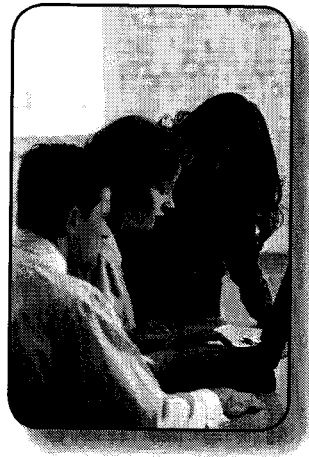
Assessment Tools:

A variety of assessment tools can be used to determine:

- * Job Readiness;
- * Aptitude and Achievement.

Certification:

You may be asked to bring in certain documents to determine the services that you are eligible to receive, including vocational training.



Frequently Asked Questions (FAQ)

Q: Are you a temporary employment agency?

A: No, we are a federally funded program designed to assist you in obtaining long-term employment through an array of services and also offer follow-up services to help you avoid unemployment.

Q: Do you have a computer or fax I can use?

A: Yes. The Resource Rooms and Workforce Learning Links, located at the One-Stops, offer access to faxes and computers for job searching. There is always a representative to assist you.

Q: Do I have to be a Middlesex County resident to receive services?

A: No, but for your convenience, we have information on One-Stop services in other counties/areas. Check wnjpin.net for other One-Stop locations.

Q: Will you pay for childcare and/or transportation?

A: Not usually. In certain special circumstances a small stipend may be granted. We will, however, refer you to other agencies that can assist you.

Q: Do I need a GED to get a job?

A: Not necessarily, but many employers will prefer a candidate who has a GED or high school diploma. For this reason, it is in your best interest to get information about obtaining your GED. We can assist with that.

Q: What kinds of jobs do you have?

A: We have access to all types of jobs via the internet as well as direct staff contact with employers. We can direct you to those occupations currently in demand in your area. It is your responsibility to obtain employment by following up on job leads and attending interviews.

Q: Do I need an appointment to come in?

A: It depends on the type of assistance you need. You do not need an appointment to use the One-Stop Resource Room. However, before doing so, we encourage customers to attend the Orientation/Welcome Sessions where many of your questions will be answered.

Q: What happens if I become unemployed again?

A: We can offer you the same services at the One-Stop Center to assist you in re-entering the workforce.

Q What is Work First New Jersey (WFNJ)?

A: WFNJ is the state's welfare reform program. Its goal is to help people get off welfare, secure employment and become self-sufficient, through job training, education and work activities. One-Stop counselors will help with job search, training placement and referrals for other services.

Q: Do I have to look for work in order to collect unemployment insurance if I am in a training program?

A: If you are in a full-time Workforce Investment Act (WIA) or Workforce Development Program (WDP) training program, your work search commitment can be waived. For more information or assistance, see your One-Stop career counselor.

Q: What constitutes a full-time training program?

A: Full-time training must be at least 20 hours a week in an occupational training program, 12 credit hours at an institution of higher education for an undergraduate program or 9 credit hours for individuals pursuing a graduate degree.

Q: What are Additional Benefits during Training?

A: Additional Benefits during Training (ABT) is a New Jersey Department of Labor and Workforce Development extension of unemployment compensation benefits for each additional week needed to complete the vocational training up to a total of 26 additional weeks or the amount of time you have left remaining in your training (see page 13).

Q: How do I qualify for ABT?

A: To qualify, you must be permanently separated from your job as a result of a lay-off. The training must be in a labor demand occupation and on a full-time basis. The school must be located in New Jersey and on the approved Eligible Training Provider List (ETPL).

Q: How much money can I get for training?

A: It depends upon your program and the cost of the training, but usually does not exceed \$4,000.

Workforce Learning Link

The Workforce Learning Link is a unique program merging computer-based, self-paced learning with staff-assisted instruction in a workshop setting. The program is designed to assist our customers who need to improve their math, reading, verbal communications or computer skills.



Classes are held in New Brunswick at 550 Jersey Avenue and in Perth Amboy at the Adult Skills Center located at 178 Barracks Street.

Eligibility

The Workforce Learning Link is for all individuals who are at least at the 4th grade level or above and want to improve their literacy skills. It does not matter if you have a job or are unemployed, but you must be legally eligible to work in the United States. There are no other requirements. The workshops are open at least six hours a day during regular business hours. All are available to the hearing and sight impaired.

Each individual will meet with a career counselor and complete an employability plan. The counselor will then schedule appropriate testing to determine the individual's literacy level. Most people attend for six weeks.

Available Programs

PERTH AMBOY LOCATION (PERTH AMBOY ADULT SCHOOL, 178 BARRACKS STREET)

NEW BRUNSWICK LOCATION (550 JERSEY AVENUE, NEW BRUNSWICK)

Adult Basic Education: Aztec Learning System/Workplace Essential Skills:

Improve your basic math, reading and writing skills so that you can enroll in further training. Learn workplace skills you need to be successful on the job.

GED Preparation: Aztec Learning System/GED Connection:

Individualized instructional programs that use computer technology and teacher support to help you gain the knowledge you need to pass the GED exam.

English to Speakers of Other Languages: Rosetta Stone/Reading Horizons:

Innovative software programs let you practice real-life English and help you overcome pronunciation problems.

Basic Computer Skills/Mavis Beacon Typing/Professor Teaches PC:

Learn to type, e-mail, search the Internet, and the basic Windows and WORD. For the more experienced person, computer-based instruction in Outlook, Word, and Excel is available.

Financial Literacy

- **Money Smart --** Helps build financial knowledge and confidence through 10 training modules on such topics as bank services, consumer rights, borrowing and credit.

Supplemental Videos

- **JOBCAST --** A live, streaming broadcast interviewing people to provide career profiles, employment opportunities and inspirational success stories. These are also filed to view at a later date.
- **New Jersey Works in Brief --** A weekly television series that highlights growth industries most likely to provide the most jobs in New Jersey over the next several years. The program also includes topics such as job search techniques, resumé writing and interviewing skills.
- **Life & Work in NJ --** Videos highlight key New Jersey industries, such as high tech and the casino/hotel industry of Atlantic City, and address important life issues of jobseekers with special needs, such as ex-offenders and women.

Middlesex County Community Learning Center

The Community Learning Center is open to all county residents who need to improve their literacy skills in order to find a job or get a better job. It offers English as a Second Language (ESL)/basic skills classes, computerized tutorials, and GED preparation and testing. It is located in the Roosevelt Care Center (next to Menlo Park Mall), 1 Roosevelt Drive, 3rd Floor, Edison; For more information call: 732-321-2200.

Tuition Waiver Guidelines

Eligible applicants may be allowed to enroll in undergraduate courses at New Jersey state or community colleges provided classroom space is available. Participating colleges will accept waivers on the last day of registration.

An individual who obtains full or part-time employment while attending school in this program will be permitted to complete the semester if their schedule permits. Tuition waivers must be submitted for each semester you attend no earlier than 30 days prior to the college/university's course registration day for eligible customers.

Eligibility Criteria

- * Currently unemployed or have received a lay-off notice;
- * Must have been in the labor market (working, looking for work or a combination thereof) for at least two years;
- * Must be registered with the Middlesex County One-Stop Career Centers;
- * Must enroll in college credit course and have applied for financial aid at the school.

Application Procedure

- * Register with Middlesex County One-Stop by completing the Customer Registration form;
- * If still employed, present your lay-off notice;
- * Have a One-Stop representative certify your eligibility by completing the Unemployed Person Job Training form (Tuition Waiver program). After this form has been completed and signed by both you and the One-Stop representative, take the form to the school's financial aid or admissions office;
- * Follow the procedures the school gives you under the Tuition-Free College Program;
- * You are responsible for books and any applicable school fees;
- * You will be required to file for financial aid;
- * Application/certification cannot be more than 30 days before date of start of classes.

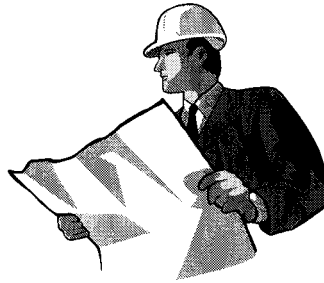
Participating Local Colleges

Rutgers University, New Brunswick	732-932-7057
Middlesex County College	732-906-7796
The College of New Jersey, Ewing	609-771-3144

Vocational Training Guidelines

Eligibility

- * Meet applicable program guidelines (WIA/WDP/WFNJ);
- * Complete active participation in Core Services, which includes career counseling, resume writing, job search assistance, Career Beacon Workshops;
- * Lack marketable skills; difficulty finding work;
- * Training must be in a demand occupation (www.wnjpin.net listing);
- * Training institution must be on New Jersey Eligible Training Provider List;
- * Meet academic and related requirements for a specific training program;
- * Compliance with all scheduled appointments and activities;
- * Commitment to actively seek employment after completion of training and then provide Middlesex One-Stop with placement information;
- * Must obtain referral from your One-Stop counselor prior to start of training. If you do not, the One-Stop will not be able to assist you with training costs.



Work Search Waiver (WSW)

This program allows you to waive your job search requirement with Unemployment Insurance (UI) while attending approved training in labor demand occupations. UI encourages evening and weekend enrollment so as not to interfere with your job search. Discuss your eligibility with your counselor to ensure you will not lose benefits. Prior to obtaining a WSW, you must provide proof of full-time attendance in training. Full-time attendance is defined as:

- * Certification program: 20 hours minimum per week;
- * Credit program: undergraduate, minimum 12 credit hours; graduate, minimum 9 credit hours.

A letter from the school stating your enrollment, hours per week in school, and start and end dates of program will be accepted as proof. You must also provide a copy of your schedule to your One-Stop counselor.

Workforce 55+ and Easter Seals Mature Workers Programs



Title V of the Older Americans Act is called the Senior Community Service Employment Program (SCSEP). Workforce 55+ and Easter Seals are the State of New Jersey operated Senior Employment Programs.

Workforce 55+ and Easter Seals assist individuals 55 years of age or older with their employment and training needs who are economically disadvantaged and meet the income eligibility means test.

Workforce 55+ and Easter Seals provide enrollee wages for community service assignments that will always be no less than the highest minimum wage (State or Federal).

These programs provide meaningful part-time paid work experience in community services for low income persons and transitions job ready older persons into quality jobs in the private industry and public non profit sectors through training and job finding assistance.

Division of Vocational Rehabilitation (DVR)

The New Jersey Department of Labor's Division of Vocational Rehabilitation Services (DVRS) offers individuals with disabilities an opportunity to become independent through employment.

Rehabilitation Counselors provide services to people who, as a result of physical, learning, mental or emotional disabilities, need assistance in obtaining or maintaining competitive employment.

Customers and counselors work together to develop plans of service that will enable individuals to achieve employment outcomes consistent with their strengths, priorities, needs, abilities and capabilities.

MIDDLESEX COUNTY
4
Y.O.U.
Youth Opportunities Unlimited
Out-of-School Youth, Ages 16-21



Career Awareness Information
 Work Readiness Skills
 Exploring Employment Opportunities
 Free Training Program Information
 Customer Service Skills
 Referral Services
 Basic Skills/ESL/GED Assistance



LOCATION AND HOURS:

Career Service Information

161 New Brunswick Avenue, 3rd Floor, Room #43
 Perth Amboy, NJ

Monday-Friday 9:00 am - 4:00 pm
 732-293-1340 (Fax: 732-826-8494)

MCC Campus, 140 New Street, Room #207
 New Brunswick, NJ

Monday - Friday, 12:30 pm - 4:30 pm
 732-246-5655 (Fax: 732-828-0987)



SPONSORED BY:
 New Jersey Department of Labor & Workforce Development, Middlesex County Department of Workforce Development
 and Middlesex County College

EQUAL OPPORTUNITY EMPLOYER/PROGRAM
AUXILIARY AIDS AND SERVICES AVAILABLE TO ALL INDIVIDUALS WITH DISABILITIES

Additional Benefits during Training (ABT)

New Jersey's Workforce Development Partnership (WDP) Program and Workforce Investment Act (WIA) pays up to 26 weeks of Additional Benefits during Training (ABT) to help people complete approved training programs that last past the regular unemployment benefit period. The WDP counselor must approve these benefits **before** you enroll in a training program.

Eligibility Criteria

- * To receive ABT, unemployment benefits have to be exhausted;
- * ABT can only be extended for the period of time you are in training, but not exceed six months;
- * You are eligible only if your job has been downsized or if you have been laid off;
- * **If you have been terminated for gross misconduct (fired) or have quit your job you will not be eligible** for ABT. Although you have the right to appeal, this may not change the outcome for eligibility;
- * You must be enrolled in an **approved** training program;
- * If you are using a tuition waiver you must be a full-time student (undergraduate at least 12 credits; graduate at least nine credits);
- * If you are in a certificate program (vocational school/job training) you must attend a minimum of 20 hours per week.

Application Procedure

Currently in Training:

- * When Unemployment Insurance (UI) is near being exhausted, contact your One-Stop counselor to ensure the Unemployment Office has appropriate information;
- * Your counselor will give information to UI office.



Not in Training:

- * Attend training orientation and follow Vocational Training Guidelines (see page 9).

You must inform us of your interest in training within the time limits. The time limit is within 60 days of your last day worked, within 30 days from the time we inform you of the ABT program, or within 30 days from the time you and your counselor make an employability plan, whichever date is last. You cannot be considered for ABT benefits or for a training grant if you enroll in training without working with a One-Stop counselor. Contact your local One-Stop Career Center for an appointment with a One-Stop counselor.

If you live in another state and are claiming unemployment benefits through the interstate claims office, contact the interstate claims office if you are interested in ABT benefits. You can enroll in training in another state with the help of your local career counselors and apply for New Jersey ABT benefits.

Self-Employment Assistance Program (SEA)

The Self-Employment Assistance and Entrepreneurial Training Program assists qualified unemployed individuals who are seriously interested in starting a business in New Jersey and becoming self-employed. SEA benefits include:

- * SEA compensation in place of unemployment benefits;
- * a waiver of the work-search requirement;
- * counseling and technical assistance on developing a business plan;
- * entrepreneurial training classes.

SEA participants are not eligible for Additional Benefits during Training (ABT) or any state or federally funded extended unemployment benefits program.

Eligibility

- * receiving or eligible for unemployment benefits;
- * likely to exhaust unemployment benefits;
- * must submit a business plan;
- * be willing to work full-time developing your business;
- * have or be able to obtain the financial backing needed to start and sustain the business until it becomes self-supporting.



Your One-Stop counselor will provide you with application materials and schedule the SEA program orientation.

The Job Fair

What it is.



How to prepare.



*What to do
once you get there.*

What is a Job Fair?

A job fair, career fair or career expo brings job seekers together with employers, recruiters and, occasionally, vocational schools. It is a good opportunity for you to gain exposure to many companies in a short amount of time.

Job fairs are often sponsored by career centers, but may also be sponsored by large companies, newspaper groups, colleges or other event organizers. Job fairs may be specific. For example, a hospital may host a job fair only for nurses, or a single company may host a job fair looking for employees. Most job fairs, however, feature a number of diverse companies, including staffing agencies, who are looking for employees.

At a job fair, employers usually set up display tables or booths where you can drop off your resume and business card, collect contact business cards, learn about company job openings and fill out applications. Job fairs provide a convenient location for you to meet many employers, see if any job opportunities appeal to you and receive an initial interview.

**Now that you know
what a job fair is,
here are some tips to
make the experience
more valuable.**



Before the Fair

- Review your resume and update it if necessary. If you do not have a resume, you should prepare one. Resume formats and tips are available on websites such as www.njnextstop.org, careerbuilder.com, monster.com and others. You can get more advice and assistance by attending a Career Beacon Workshop or Professional Services Group class at the One-Stop Career Center. Make sure your resume is attractive and error free, stating a clear job objective or area of interest. Do not include any age information, such as graduation or military service dates.
- Prepare a 30-60 second commercial about yourself by way of introduction. Be prepared to answer questions about your experience and job skills/qualifications; the type of job you are looking for; why you would like to work for the company; and other "interview-type" questions.
- Prepare some questions to ask the recruiters. You will naturally ask what jobs are available, but you should also ask about the responsibilities associated with the jobs and what skills, qualifications and training are required.

- Know where you are going. Do not totally rely on a global positioning system or on-line map/directions. Take a practice drive a few days before so you know any quirks in the directions, construction areas and detours.

At the Fair

- **DRESS AS IF YOU WERE GOING FOR A JOB INTERVIEW** -- because that is what you are doing. Although a suit might not be a requirement, you should be appropriately dressed in “business casual” at a minimum. That means a collared shirt and slacks for men; for women, a conservative blouse or sweater and dress slacks. Flip flops, t-shirts, paint splattered cut-offs, anything “see-through,” and hair rollers should definitely be avoided. Your job is to make the best possible first impression. Dress neatly, comb your hair, brush your teeth, polish your shoes and wash your hands. Do not rely on the mirror, have an honest friend or family member rate your appearance.
- **ARRIVE EARLY**. Most activity takes place during the first two hours of a job fair. After that, employers may leave because of a dwindling crowd. Do not expect to arrive a half hour before closing and find many employers left. When an employer finds enough potential employees for a position, they will leave.
- **DO NOT BRING YOUR CHILDREN**. This fair does not have rides or a petting zoo. It is a serious event where adults are looking for employment. Always keep in mind the impression you will be giving employers.
- Bring 20-30 copies of your resume. Do not expect to make copies at the facility. Keep them in a folder so they stay neat. Bring information not on your resume that you might need if filling out a job application, such as closest relative address and phone number. Make sure you have a pen and note paper.
- When you arrive at the fair, take a quick walk around to see what employers are there. This will allow you to target those employers who interest you most first. Be patient. You may have to wait in long lines. Visit less crowded booths first.

When you meet with a Company Representative:

- Initiate a firm handshake, smile and introduce yourself. That would be a good time to use your 30-60 second commercial. Be confident, maintain good eye contact, relax and speak slowly. Express interest in the company.
- Do not assume a company does not have open positions in your field or area of interest. Instead, ask what positions they are hiring for and be open to opportunities you might not have thought of. Listen and ask relevant questions about the company and position you are interested in. Relate your skills, interests and experiences to the specific needs of the employer.
- Ask about the application procedure and hiring process. This will give you an idea of the time-frame for hiring. Take notes about the company and your conversation. Do not ask about salary or benefit.

- Make sure you get a business card or contact name, phone and fax number and ask the best time for you to call to follow up. Take brochures or other informational materials available at the booth, but do not take more than one of each giveaway.
- Be considerate of the time you spend with a recruiter. At the end of the meeting, offer a handshake and express your appreciation, using the interviewer's name.
- Conduct yourself professionally at all times, you could be making impressions when you are standing in line, just walking around or while taking a break.
- Stay fresh. If you get tired, take a break. Job fairs can take time. Get yourself organized between employers. During your break, you may also network with other job fair attendees.
- Do not expect to get hired at a job fair, but to follow up on job leads with those recruiters.



After the Fair

- Write a thank you note or card to any companies that interest you and to reconfirm interest in any positions you may have applied for. Thank the representatives for their time and information. Cite something specific from your discussion. Include another resumé or any other information requested, such as a completed application or references.
If you have not heard from the company in a week or two, make a follow up phone call or e-mail to make sure the material you sent was received, to check on the status of the position or to offer to come in for an interview.
- Review your notes from the job fair and evaluate what you think went well and what you can improve for the next job fair or interview.



We hope these tips help make your job fair experience a success.



A publication of the Middlesex County Department of Workforce Development
550 Jersey Avenue, New Brunswick, NJ 08901
Career Beacon Workshops are held at the One Stop Career Centers located at 550 Jersey Avenue and in
Perth Amboy at 161 New Brunswick Avenue.
Professional Services Group (PSG) meetings are held at 550 Jersey Avenue.
Find Job Fair information at wnjpin.net

MIDDLESEX COUNTY BOARD OF CHOSEN FREEHOLDER

Christopher D. Rafano, Freeholder Director Ronald G. Rios, Deputy Director Carol Barrett Bellante
Stephen J. Dalina H. James Polos Charles E. Tomaro Blanquita B. Valenti

Middlesex County is an Equal Opportunity Employer with Equal Opportunity Programs
Auxiliary Aids and Services are available to all Individuals with Disabilities

Directions

550 Jersey Avenue, New Brunswick

From the Garden State Parkway

Take the GSP to Exit 129 (N.J. Turnpike). Take the Turnpike South to exit 9. Take Exit 9 and bear to your immediate right. You will then be on Route 18 North. Take 18 North to Route 1 South. Take Route 1 South to Jersey Avenue. Make a right onto Jersey Avenue. Follow Jersey Avenue to #550, which will be on your right hand side. You will see a sign: "One-Stop Career Center - Workforce New Jersey" on the lawn.

From the New Jersey Turnpike

Take the Turnpike to Exit 9. Take Exit 9 and bear to your immediate right. You will then be on Route 18 North. Take 18 North to Route 1 South. Take Route 1 South to Jersey Avenue. Make a right onto Jersey Avenue. Follow Jersey Avenue to #550, which will be on your right hand side. You will see a sign: "One-Stop Career Center - Workforce New Jersey" on the lawn.

From Route 287

Take Route 287 to Exit 10 (New Brunswick/Easton Avenue exit). Take Easton Avenue into New Brunswick. At the intersection of Easton Avenue and Albany Street, turn right onto Albany Street. Albany Street becomes French Street. Take French Street to the "Y" in the road where Jersey Avenue veers off to the left. Take Jersey Avenue for 1.2 miles to #550, which will be on your left hand side. You will see a sign: "One-Stop Career Center - Workforce New Jersey" on the lawn.

From the Plainsboro/South Brunswick Area

Take Route 1 North to the Jersey Avenue exit. Take the jug-handle across Route 1 to Jersey Avenue. Follow Jersey Avenue to #550, which will be on your right hand side. You will see a sign: "One-Stop Career Center - Workforce New Jersey" on the lawn.

From the Train Station

Please check the train schedule. Trains stop at the Jersey Avenue train station which is a short walk. Our location is not within walking distance of the New Brunswick station so you are advised to take a cab or other means of public transportation, such as the **Jersey Avenue Shuttle**.

Jersey Avenue Shuttle - MCAT

Stops at 550 Jersey Avenue during the day. The schedule is on the county web site: www.co.middlesex.nj.us. (Click on Department, scroll down, click on Human Services, click on the "Links" tab at the top of the page). Additional shuttle information at 1-800-221-3520.

161 New Brunswick Avenue, 3rd Floor, Perth Amboy

There is a metered municipal parking garage located at the corner of Jefferson Street and New Brunswick Avenue for your convenience.

From the Garden State Parkway

From Northern New Jersey: Exits 131 and higher. Take GSP South to Exit 129. Bear right and follow the service road until you see the New Brunswick Avenue exit. At the end of the ramp make a left on to New Brunswick Avenue. Follow New Brunswick Avenue to the sixth traffic light, which is Division Street, and bear right. Office is located on the right.

From Southern New Jersey: Exits 120 and below. Take GSP North to Exit 125. Get onto Route 35 North. Stay in the right lane. At the traffic light at the foot of the bridge, make a right onto Smith Street. Follow Smith Street for 4 traffic lights. After the fourth traffic light, which is Madison Avenue, make next left onto New Brunswick Avenue. Office is on your left.

From the New Jersey Turnpike

From Northern New Jersey: Exits 12 and higher. Take the Turnpike South to Exit 11. Follow sign to Route 9 South. Follow service road until you see the New Brunswick Avenue exit. At the end of the ramp, make a left onto New Brunswick Avenue. Follow New Brunswick Avenue to the sixth traffic light, which is Division Street, and bear right. Office is located on the right.

From Southern New Jersey: Exits 10 and below. Take the Turnpike North to Exit 10. Follow sign to Perth Amboy-Route 440-Staten Island. Stay in the right-hand lane and proceed until you see the sign "Amboy Avenue Exit." Proceed up the ramp and bear left at the fork at the traffic light. Follow the sign that reads "Amboy Avenue." Proceed to the traffic light and merge into the right lane. A gas station will be on your right. Make a right turn at the intersection. You will be on Amboy Avenue. Proceed straight until you come to a "T." At the T, make a left turn. You will be on New Brunswick Avenue. At the next light, which is Division Street, bear right. Office is on the right.

Website Addresses:

N.J. Department of Labor & Workforce Development
www.wnjin.net

Middlesex County Department of Workforce Development
www.co.middlesex.nj.us/employment

Frequently Called Numbers:

One-Stop Career Center	
New Brunswick Office	732-937-6200
Perth Amboy Office	732-293-5016
Middlesex County Department of Workforce Development	
	732-745-3970
Middlesex County Board of Social Services	
New Brunswick Office	732-745-3500
Perth Amboy Office	732-324-5500
Social Security Administration	800-772-1213
Food Stamps	800-687-9512
Medicare	800-633-4227
Medicaid	800-356-1561
Unemployment Insurance	732-761-2020

MIDDLESEX COUNTY BOARD OF CHOSEN FREEHOLDERS

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Ronald G. Rios, *Deputy Director*

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*Middlesex County is an Equal Opportunity Employer with Equal Opportunity Programs.
Auxiliary Aids and Services are Available to All Individuals with Disabilities.*