



7077 Orangewood Ave, Suite 200
Garden Grove, CA 92841
714-241-4900

17891 Cartwright Road, Suite 100
Irvine, CA 92614
949-341-8000

The Orange County One-Stop Center is a proud partner of
America's Job Center of CaliforniaSM Network.

One-Stop Center Resource Room Guidelines

PLEASE REVIEW THE ESTABLISHED GUIDELINES FOR
THE ONE-STOP CENTERS
HOURS OF OPERATION:

- Garden Grove Comprehensive Center is open **Monday, Tuesday 8:00am to 5:00 pm, Wednesday 8:00 am to 7:00 pm, and Friday 8:00 am to 5:00 pm**
- Irvine Comprehensive Center is open **Monday 8:00 am to 7:00 pm, Tuesday through Friday 8:00 am to 5:00 pm**

SIGN IN:

- Everyone **MUST** sign-in on VOS system each day.

DRESS CODE:

- This is a professional work environment. Please dress appropriately.
- Please maintain high standards of personal hygiene. Your clothing and body should be clean and free from odor or excessive perfume/cologne. Clothing should be clean and neat in appearance.

COMPUTERS:

- You are invited to use our resources for as long as you require.
 - **HOWEVER**, if others are waiting your time will be limited to 1 hour.
- The internet is for **JOB SEARCH ONLY**. All media including, **MUSIC VIDEOS, CHAT, GAMES, YOUTUBE, FACEBOOK, etc. are prohibited. NO EXCEPTIONS!**
- If you are experiencing difficulty with any One-Stop equipment, please notify staff immediately.
- Do not change computer settings.

PHONES:

- Please silence your cell phones.
- Phone near front desk is for **JOB SEARCH ONLY**. You are **NOT** to use the phones for personal use.

FAXING AND PRINTING:

- Please ask staff for assistance with Printing and Faxing.
- Copies are limited to 10 pages per day. Resume paper is limited to 5 sheets per customer.

PROFESSIONALISM:

- Using the center for things other than job search related activities will result in the termination of your One-Stop Resource Room privilege.
- Be mindful of your surroundings by speaking in a quiet and professional manner.
- Clean up your work area when you are finished.
- Drinking and eating inside the One-Stop center is prohibited. You may only have water with a lid.
- This is a non-smoking, drug, and alcohol-free work environment.
- Office supplies are not provided.
- Children are **NOT** permitted inside the One-Stop center.
- Theft or destruction of property will be reported to the proper authorities.
- Public Restrooms are for tenants and customers only.
- Be courteous to staff, other customers, and people on the premises.
- Please note there should be no expectation of privacy while utilizing the Resource Center. We reserve the right to monitor internet, fax, copier, and telephone usage.

Violation of One-Stop rules will result in termination from use of the One-Stop Center. We reserve the right to refuse service to anyone.

Print First and Last Name: _____

Signature: _____ **Date:** _____

Rev. 2/13/18

VISIT US ONLINE AT WWW.OCONESTOP.COM

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, call (714) 562-9200. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the Satellite One Stop Center to make reasonable arrangements to ensure accessibility to this program.