



We help people find *jobs*  
and companies find *people!*

To that end, we provide employment and training services to area adults, youth and veterans at the Missouri Job Center of St. Charles County. Our goal is to help people enter or re-enter the labor force, reinforce and expand their marketable skills, and as a result, find increased employment and earnings opportunities in St. Charles County and Metro St. Louis.

From entry level positions to middle management and CEOs, we typically help 10,000 or more job seekers every year.

Our knowledgeable and caring staff of professionals know the local labor market, have relationships with area businesses, and have won local, regional, and state awards for delivering excellent customer service.

We care about your career pathway and can help you today!

## HiSet (formerly known as GED)

Formerly known as GED, classes for HiSet (High School Equivalency Test) are held at the Missouri Job Center of St. Charles County in collaboration with St. Charles Community College and other local partners. Start dates are scheduled throughout the year.



## National Career Readiness Certificate (NCRC)

Employers have identified three essential areas for success on the job: reading for information, locating information, and applied mathematics.

Sign-up to take the NCRC test and earn this nationally recognized certificate which will help on your resume and application.

212 Turner Blvd. • St. Peters, MO 63376  
Phone: 636-255-6060 • Fax: 636-255-6061

### Hours:

**Monday through Thursday - 8 a.m. to 6 p.m.**  
**Friday - 9 a.m. to 4:30 p.m.**

### Visit us online:

<http://work.sccmo.org/workforce>  
[www.facebook.com/StCharlesCountyWBD](http://www.facebook.com/StCharlesCountyWBD)  
[www.jobs.mo.gov](http://www.jobs.mo.gov)

St. Charles County and its Workforce Development department are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

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ST. CHARLES  
COUNTY  
WORKFORCE  
& BUSINESS DEVELOPMENT



missouri  
job center

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## How We Serve Job-Seekers:

- Career and Vocational Counseling
- Career Exploration Testing
- Resume Writing Assistance
- Interview Preparation
- Job Leads and Referrals
- Job Search Materials and Workshops
- Job Seeker Skills Workshops
- Job Seeker Lab
- Job Seeker Support Groups
- Veterans' Representatives
- Financial Aid for Skills Training  
*(when eligible and appropriate)*
- Financial Aid Application Assistance
- Free Public Access to Computers, Printers, Copiers
- Free Public Access to Phones and Fax Machines
- Free Public Access to the Internet and Wi-Fi Hotspot



## Job Fairs

Job Fairs are held almost every week at the Missouri Job Center of St. Charles County. Most are hosted by local employers or recruiting agencies. Larger hiring events held throughout the year are organized by our staff around specific business sectors such as healthcare, information technology, manufacturing, and more.

So bring your resume and winning smile, and be ready to fill out an application or maybe even have an interview on the spot!

## Job Search Resources

Resources available for you at the Missouri Job Center include information on schools and local training programs, job search resource books and magazines, and job listing flyers from local employers and recruiters.

You can also use the public computers to work on your resume and cover letter, send and receive emails, search online for jobs and company information, and access internet-based job boards such as [www.jobs.mo.gov](http://www.jobs.mo.gov)

## OJT Program

Based on your skills and career interests, some job seekers qualify for our **OJT (On the Job Training) Program** that reimburses your new employer a portion of your salary at a new job during your initial training period.

Companies who hire our eligible OJT candidates could receive up to a 50% reimbursement of the wages earned by new employees for up to 6 months.

Imagine having that on your resume as you look for your next job!



## Youth Training and Employment

Specialized career pathway assistance is provided by our excellent staff to out-of-school and in-school young adults (16 to 24) who live in St. Charles County.

Our federally-funded program provides on-the-job training, paid classroom training, pre-apprenticeship training, assistance with budgeting skills, entrepreneurial training and more.