

# Life After the Layoff

PeninsulaWorks is a place to go where everybody is focused on the same thing — the **FUTURE AND EMPLOYMENT.**

“

*I had been working at Delta Airlines for 30 years and was just laid off. As horrible as it was, PeninsulaWorks gave me hope and helped me and the other workers when I felt like there was nobody.*

”

— Delta Airlines Ramp Worker



## Overcoming the Shock of a Layoff

You're losing your job through no fault of your own, and there is nothing you can do to change what has happened. You and your colleagues will need support and guidance to re-create your career and move forward. We specialize in helping those affected by layoffs to get reconnected to the world of work. This layoff assistance toolkit is designed to help you rise above the current situation, and get on track with re-building your career path as quickly as possible.

## Moving Forward

One of the greatest assets for layoff assistance is PeninsulaWorks – a one-stop location for job search and layoff assistance.

You and your colleagues will be at different stages after the layoff, with different goals and timetables. But everyone is going in the same direction – FORWARD – and this is where PeninsulaWorks will be an invaluable resource.

## How to Use This Resource Toolkit

### Step 1

Review your options and choices.

### Step 2

Gather necessary paperwork to qualify for benefits.

### Step 3

Schedule an appointment at one of our PeninsulaWorks One-Stop Career Centers.

# Options and Choices



During a layoff, it may feel like you have no choices and options for getting back into the job market, and putting your life back on track. You and your colleagues may be experiencing a variety of thoughts and emotions including shock, denial, anger, depression, and acceptance. What are your options? Turn to PeninsulaWorks for the answers.



*PeninsulaWorks is a great place because you get a lot of support, a sense of clarity on the right direction to go, and an understanding of where the trends are in the job market. The team gave me greater confidence, and an ability to manage myself in all situations.*



— Jennifer Koretz

## Unemployment Benefits

Assistance with unemployment benefits can alleviate short-term stress until you find new employment. To remain eligible for unemployment benefits you must be:

- Able and available to work.
- Actively seeking work.
- Working less than full time.
- Have a valid claim.

## Finding New Employment

PeninsulaWorks is your One-Stop Job Connection to meet your employment needs and to provide you with the necessary tools to get you to your next career. PeninsulaWorks can help you with career planning, job training and transitional solutions to re-enter the workforce. Our services include:

- Job Listings/Networking Opportunities.
- Expert Assistance with Unemployment Insurance.

- Job Search Resources: Access to internet, fax, phones, copier.
- Career Workshops: Resume writing, interview techniques, job search strategies, financial literacy.
- Personalized Assistance: One-on-one job coaching and skills assessment.
- Life Management: Transportation, childcare, and other vital resources.
- Training Programs.
- Contacts: Referrals to other services in your community.

## Stress Management Strategies

Our partnerships with other agencies can help you manage stressful times and adapt to change. The Center for Working Life, a non-profit organization that provides innovative training and education to both active and unemployed workers and the organizations that serve them, offers a Starting Over Guide with helpful advice on managing change. A copy of this handbook is provided in this Layoff Survival Guide.



**Get Reconnected to the World of Work**  
Call Business Services at (650) 802-3333

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

# Qualify for Benefits



To qualify for benefits after a layoff, bring the following paperwork to your nearest PeninsulaWorks One-Stop Career Center.



*I was laid off years ago and PeninsulaWorks helped me get back on my feet. Now I'm a business owner and still utilize the many services offered at PeninsulaWorks. Come to PeninsulaWorks to find the job with the right pay that you're looking for.*



— Pierre Battle

Bring the following paperwork to your nearest PeninsulaWorks One-Stop Career Center.

**1. Social Security Card.**

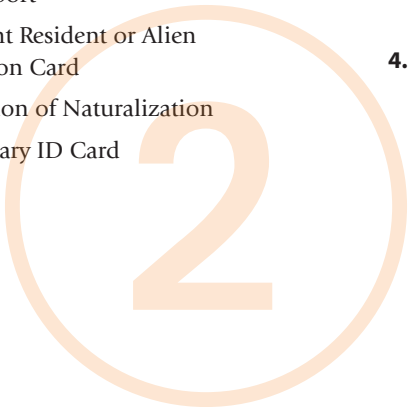
**2. Items to verify Right to Work in the United States** (select one of the following):

- California Driver's License or I.D.
- Birth Certificate
- U.S. Passport
- Permanent Resident or Alien Registration Card
- Certification of Naturalization
- U.S. Military ID Card

**3. Items to show dislocated worker status** (include one or more of the following):

- Employer Notice-Letter on company letterhead indicating plant closure layoff, or termination
- Paycheck stub or severance pay documentation with company name and your name
- Unemployment Insurance Records
- Documents from the Employment Development Department Unemployment Insurance Division

**4. If you are a male, citizen or non-citizen, born on or after January 1, 1960, you must be in compliance with **Selective Service Registration Requirements.**** Verification of Selective Services registration will be completed.



# Schedule Your Appointment



## Move into action!

Use the checklist below to schedule your appointment and move forward with your new job search.

There are four convenient PeninsulaWorks locations. Get to know us... Contact PeninsulaWorks today!

**Daly City**  
271 92nd Avenue  
Daly City 94015  
650-301-8440

**San Carlos**  
550 Quarry Road  
San Carlos 94070  
650-596-1035

**Redwood City**  
2500 Middlefield Road  
Redwood City 94063  
650-367-0190

**Menlo Park**  
1200 O'Brien Drive  
Menlo Park 94025  
650-330-6490

**TTY/TDD**  
(650) 591-2701

For Additional One-Stop Locations outside of our area contact:  
**www.servicelocator.org**  
(877) US-2JOBS

## My Action Plan

- Collect all qualifying documents (Dislocated Worker envelope provided)
- File for Unemployment Insurance Benefits (1-800-300-5616) [www.edd.ca.gov/eapply4ui](http://www.edd.ca.gov/eapply4ui)
- Post resume on CalJOBS ([www.caljobs.ca.gov](http://www.caljobs.ca.gov))
- Register at your nearest PeninsulaWorks One-Stop Career Center ([www.peninsulaworks.org](http://www.peninsulaworks.org))
- Contact the nearest PeninsulaWorks location for an appointment
- Take the Rapid Response Referral card and all documents to a PeninsulaWorks location to:
  1. Develop a career plan
  2. Receive my free gift
  3. Find my next job



Rapid Response Referral Card	Staff Use Only
Name _____	Date _____
Home Phone _____	Registered at <input type="checkbox"/> Daly City <input type="checkbox"/> San Carlos
Company _____	<input type="checkbox"/> Menlo Park <input type="checkbox"/> Redwood City
Date _____	Please return this card to the nearest PeninsulaWorks Center so participants can receive their free Gift.



*Come see what PeninsulaWorks has to offer, the services are as individual as you.*



— Annette Danly



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