

WELCOME TO PENINSULAWORKS

Our mission is to provide a professional and supportive environment for those who actively seek employment. We provide, at no cost to the public, Internet access to job and career sites, printers, fax machines, phones and copiers. We have trained and courteous Employment Specialists to assist you. We want to make your visit to our One-Stop Career Center a valuable experience.

In order to make this a great place for all our customers, please read and follow the rules listed below. Failure to comply or cooperate will result in the loss of use of services provided by PeninsulaWorks.

Staff reserves the right to inquire about the purpose of an individual's visit in the center and to monitor each person's use of PeninsulaWorks computers, phones, fax machines, copiers, printers and materials to ensure compliance with the rules. Use of this facility for non-job search related activities or to conduct a private business is not allowed. This includes sending or receiving e-mail, telephone usage, printing, copying, faxing and Internet use.

Computer / Internet / E-mail Use

<input type="checkbox"/> Two hour time limit on a computer per day. <input type="checkbox"/> No Internet access for purposes other than job search. People accessing inappropriate sites will lose their membership privileges. <input type="checkbox"/> Use e-mail for job search activities only. <input type="checkbox"/> Scan all computer disks for viruses prior to use. Save all documents and files to your floppy disk. Do not save files on the computer's hard drive, as they will be deleted.	Initial here: _____
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Telephone Use

Use PeninsulaWorks telephones for job search purposes only. No personal phone calls or collect calls allowed. Limit your calls to the Greater Bay Area only. The time limit for telephone use is 15 minutes . Please use the telephone directory to search for phone numbers; do not call 4-1-1 for information. Abusive language or profanity over the phone is not tolerated.	Initial here: _____
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Copier / Fax / Printer Use

All machines are for job search purposes only. This is not a free service to conduct a private business or for personal matters. There is a limit of 10 faxes and/or 10 copies per day. Faxes are limited to the Continental United States. Staff may further limit the number of printed documents as necessary.	Initial here: _____
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Videos / Resource Materials / Job listings

Watch videos using the headphones only. Please see the Customer Representative to check out headphones and videos. Books and videos are the property of PeninsulaWorks and may not be removed from the center. If interested in a job listing from the clipboards or when using the resource library, please make copies of the pages you need and return books / job listings to their respective location.	Initial here: _____
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Center Code of Conduct

Conduct in the One-Stop Centers must be business-like and professional.
The following may result in the loss of privileges:

<input type="checkbox"/> Use of facilities for other than job search activities. <input type="checkbox"/> Verbally abusive toward staff or other customers in the Center (i.e. using loud or profane language). <input type="checkbox"/> Physical assault and/or threats to any person in or around the PeninsulaWorks facility. <input type="checkbox"/> Appearing to be under the influence of drugs and/or alcohol. <input type="checkbox"/> Harassment of staff or customers. <input type="checkbox"/> Inappropriate dress or behavior. <input type="checkbox"/> Misuse or abuse of resources.	Initial here: _____
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MEMBER SIGNATURE:	DATE:
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PeninsulaWorks Membership # _____

Original to Customer / Copy on file

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