

Bloomington Employment Resources

Employment Plus, Inc.

1983 South Liberty Dr.

(812) 333-8500

www.employmentplus.com

In addition to creating a profile and posting a résumé online, all applicants will be asked to come into the office for an interview, skills test (primarily Word and Excel), and safety orientation. For this visit, the applicant should dress as if (s)he were meeting an employer and bring two forms of ID (at least one that is government-issued and with a photo). Following this initial meeting, the applicant's résumé and profile will be considered for appropriate job openings as they arise. Applicants are responsible for keeping their information up to date.

Most positions are temp to hire, so employers may request a second interview with applicants. Additionally, though an applicant's profile will automatically be considered for openings, applicants are encouraged to call weekly to inquire about new opportunities.

Criminal backgrounds are performed, but those with a criminal record are not excluded.

Express Personnel Services

116 South Madison Street Suite B

(812) 333-6210

www.expresspros.com

This agency has a variety of jobs for which you can apply specifically. Alternately, you can fill out a profile, which will be compared with the skill set each individual opportunity requests, and they'll call you if something matches. Jobs are a variety of temp and temp to hire.

They do perform background checks going back seven years for all applicants. This is not to say that those with a criminal background need not apply, only that they'll know about it, so it's best to be honest. They specifically mentioned that they are understanding of the economy and will accept applications regardless of gaps in employment.

Some applicants will be asked to take a skills test in Microsoft Word and Microsoft Excel according to the positions for which they apply. All applicants should have one government issued photo ID and one other form of identification.

Goodwill

(317) 524-4313

www.goodwill.org

Goodwill no longer has an office in Bloomington. Applicants with transportation can contact the above number for information about many employment opportunities in and around Indianapolis.

Kelly Services

115 N. College Ave.

(812) 332-0026

www.kellyservices.com

Kelley places people almost entirely in administrative and light industrial positions and nearly always has openings. To apply, call the office and set up a time to fill out a profile and share work experience. Applicants looking for administrative or secretarial work will be asked to take a skills test. Once an applicant's resume is on file, (s)he will be considered for all appropriate openings.

This agency does perform a criminal background check but addresses issues of criminal history on a case-by-case basis. Applicants with a criminal background are encouraged to talk Kelley employee in person.

WorkOne

450 S. Landmark

(812) 331-6000

www.in.gov/dwd/WorkOne

WorkOne primarily places applicants with employers through IndianaCareerConnect.com. Applicants who feel confident in their ability to construct a resume and describe their skills and work experience should begin there. Those desiring additional assistance should go to the WorkOne office from 8:00-4:30 during which time career counselors are available to help with individual assistance, workshops, and job training opportunities.

WorkOne is committed to working with any applicant regardless of criminal background. Specifically, in addition to the work they do with the state and federal departments of labor, they have partnered with Oasis (a branch of the

New Leaf, New Life program here in Bloomington) to more directly address the needs of applicants who have had difficulty finding a position because of criminal history.

WorkOne also offers special assistance to veterans of the armed forces.

Applicants who have served in the armed forces should call the office for the particulars of the assistance available to them.

Finally, WorkOne offers a "Financial Literacy Workshop" which can help any applicant who wants to know more about prudent money management, banking, home mortgages, credit, etc.

Link Staffing Services

3372 W. 3rd Street

(812) 331-5465

www.linkstaffing.com

This agency primarily posts industrial and semi-skilled positions in warehousing, manufacturing, cleaning, and landscaping. Applicants should begin the process by filling out an online application, which is very long. The agency does this intentionally to weed out those applicants who are not dedicated to finding work. Once the application has been submitted, applicants should call the office to schedule an interview.

If matched with a placement, applicants must pass a drug screening. Background checks will be performed to eliminate those with a felony conviction in the past three years, particularly those with violent felony convictions.

Jobs are both temp and temp to hire. Applicants should bring a photo ID and some piece of identification with his/her social security number

Select Staffing

(317) 837-9520

www.selectstaffing.com

Applicants are required to fill out an online application and attend a new applicant orientation. When filling out the application, applicants are encouraged to call the office with any questions but warned not to log off before submitting the application, as the information will be lost.

Once the application is submitted, applicants can attend an orientation any Tuesday or Thursday at 10am. During this meeting, an agency employee will explain the process of applying for individual jobs and answer any questions. There are a wide variety of jobs available on a regular basis including all sectors and both temp and temp to hire positions.

Those with a history of drug related or violent crimes will not be hired.

Applicants should come to the orientation with two forms of ID. Though gaps in employment are understandable, applicants should be ready to explain them. References and employment history will be checked.

Select Staffing no longer has an office in Bloomington, but **they do place applicants with jobs in Bloomington**. Applicants should call the number above for details about orientations held in Monroe County.

Stone Belt Services

550 S. Adams St.

(812) 335-3507

www.stonebelt.org

This organization serves exclusively the developmentally disabled. Job seekers wishing to work with Stone Belt should contact the Office of Vocational Rehabilitation (Call 812-337-7331) where a consultant will assess the applicant's abilities assign him or her to a partner organization (Stone Belt or another). If an applicant is placed with Stone Belt, the first step will be an administrative conference to determine the applicant's career goals. Then, he or she will be assigned to a vocational counselor who will help the applicant develop a vocational plan, assist with applications and résumés, plan mock-interviews, and follow-up on applicant's prospects and attempts.

This organization is particularly dedicated to working with people to help them find positions in which they will excel and is committed to working with an applicant until that goal is met.

All applicants should have a government-issued picture ID.