



Career Center Usage Policy

General:

- All job seekers using Career Center services must have an active CalJOBS account. Services are open to job seekers 14 years and older.
- Customers are required to check in to the Career Center via the VOS Greeter *Visitor Kiosk* in CalJOBS.
- All activities in the Career Center must be job-search related. This includes the use of all office equipment, resource materials, and consultations with staff.
- Career Center resources may not be used for the following:
 - To start up or maintain a person's self-employment;
 - To start up or maintain a personal business; or
 - School or training-related activities
- Customers who repeatedly use Career Center resources for non-job-search activities, or who exhibit disruptive and/or uncooperative behavior, will be asked to leave the Career Center and may be denied future access to Career Center services.

Restrictions:

- Making or receiving cell phone calls is not allowed in the Career Center.
- No food or drinks are allowed in the computer areas.
- No bicycles or pets are allowed in the Career Center.
- Research materials may not leave the Career Center. Please return all materials to their original location.

Career Center Office Equipment:

- Use of Career Center office equipment including computers, telephones, fax machines, photocopiers, or other devices will be monitored by staff.
- Photocopying is limited to 10 copies per page per day.
- All Career Center office machines are shut down 15 minutes prior to Career Center closing time.

Career Center Computers Available for:

- Computers are available for:
 - Email
 - Resume Writing
 - Job Search
 - Classes/Training
- Computers will **NOT** be used for
 - Social Media (Facebook, Twitter, etc)
 - Surfing the net
 - YouTube
 - Inappropriate websites
 - Chat rooms
- Computer use is unlimited unless there are customers on "stand-by" waiting for access to a machine. When a "stand-by" condition occurs, computer use will be limited to one hour per customer.
- Customers must provide their own storage media for saving files, such as USB thumb drive or flash drive.
- Staff is only able to provide limited assistance with the use of computers and/or software applications. Customers in need of computer training will be referred to locally available computer instruction resources.

Your membership in the Workforce Santa Cruz County Career Center system constitutes acceptance of this Usage Policy