

**Alert**

Looking for a job now? See our [Immediate Needs Jobs](#).

Do you need to hire now? Visit our [Employer Login](#).

There is no requirement to do job searches for the duration of the emergency declaration. Basic registration was created automatically in AJC and meets the registration requirement for unemployment benefits. Existing accounts can reset passwords by email/text/reset code. Select 'Login/Register', 'Forgot Username/Password' and follow the prompts. For more help email [dershelppdesk@azdes.gov](mailto:dershelppdesk@azdes.gov) include the last 4 of SSN, Name, DOB, Address, Username and Phone.

**FIND THE BEST**

Explore the jobs, resumes, or training programs in your area

Find a Job

Find a Resume

Find Training

Keyword

e.g., job title, company, or occupation  
keyword

Location

e.g., ZIP or City and State

Radius

in miles

**Search****Login**

Username (required)

Password (required)

Show

**Log In**

Forgot [Password](#) or [Username](#)?  
Use [Reset Code](#)

Need an account? [Create one now!](#)[Job Seekers](#)[Employers](#)[Training Providers](#)

# How to create a Job Seeker Account in AZ Job Connection

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**Begin by going to: [www.azjobconnection.gov](http://www.azjobconnection.gov)**

Job Seekers

Employers

Training Providers

Contact Us

Job Search

Create an Account

Upcoming Events

Resources

Click here

## WELCOME, JOB SEEKER!

AZ Job Connection is here to help you find a job. Start your search now:

Keyword

e.g., job title, company, or occupation keyword

Location

e.g., ZIP or City and State

Radius

in miles

Have an account? Sign in.

Username

Password




Forgot [Password](#) or [Username](#)?

Use [Reset Code](#)

Need an account?

or click here

Notes before you begin:

- Do not use the “back arrow” in AJC.

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# \*Complete all required fields

## CREATE JOB SEEKER ACCOUNT

Fill out your information below to create an account in AZ Job Connection. Need help? Review our [user guide](#).

### Social Security Information

Why we ask for your Social Security number

Social Security Number

e.g. 999-99-9999

Confirm Social Security Number

I do not wish to provide my Social Security number.

Date of Birth (required)

### Account Information

Username (required)

Your username must be between 6 and 20 characters and cannot contain spaces or special characters.

Password (required)

Show

Your password must be between 9 and 128 characters and can include letters, numbers, and special characters. Passwords are case sensitive.

Confirm Password (required)

Show

Security Question (required)

Security Question Answer (required)

Continue to fill in all required fields to the best of your knowledge

**Survey**

→ How did you hear about our services? (Check all that apply)

- Word of mouth
- Brochure/Flyer
- Internet
- Newspaper
- Radio
- TV
- Highway Billboard
- Other
- Rapid Response

How did you hear about us?

**Profile Information**

→ First Name (required) Middle Initial

→ Last Name (required)

→ Phone

Fax

→ Email

You will receive an email with confirmation instructions.

→ Email Confirmation

**Address**

→ Address Line 1 (required)

Address Line 2

→ City (required) State (required) ←

→ ZIP (required)

→ Country (required)

United States

**Submit** ←

**i** For your convenience, AZ Job Connection saves your data as you go. In accordance with the [Privacy Policy](#), by clicking **Submit**, you give AZ Job Connection permission to save your data. AZ Job Connection will store your data until you request it to be deleted.

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# Please read Terms of Agreement



You have successfully registered.

## TERMS OF AGREEMENT

### Information Privacy

You will be asked to provide information to identify yourself and enable Workforce Center staff to assist you in your work search activities. If you do not provide this information, we cannot process your registration. Your email address and telephone number, while not required, will enable staff and employers to contact you about employment opportunities.

### Data Privacy Notice

\*Carefully read and accept the INFORMATION PRIVACY; the EQUAL OPPORTUNITY STATEMENT and the AUTHORIZATION FOR THE RELEASE OF INFORMATION and select all the statements that apply.

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## MY PERSONAL INFORMATION

**i** Provide the following information so that we can meet your career or training needs.

### Registration Information -

**i** We are required to request the following information:

**Social Security Number**  
  
 I do not wish to provide my Social Security number.

**Date of Birth** (required)  
 

**Do you identify as an ethnic Hispanic/Latino?** (required)

**Race** (Check all that apply)  
 White or Caucasian  
 Asian or Asian American  
 Black or African American  
 Hawaiian or other Pacific Islander  
 American Indian or Alaska Native  
 More than one race  
 Prefer not to answer

**English is not my first language and I have limited ability speaking, reading, writing, or understanding English.** (required)

**Do you prefer to communicate in sign language?**

**What is your sex?** (required)

**How many people, including yourself, are in your household?** (required)

**Does a physical or mental impairment limit one or more major life activities?** (required)

**Next**

## MY PERSONAL INFORMATION

**i** Provide the following information so that we can meet your career or training needs.

### Veteran Spouse Information -

**Are you the spouse or other family caregiver of a wounded, ill, or injured active duty service member?** (required)

**Next** Previous

Please provide a response for all required fields

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## MY PERSONAL INFORMATION

Provide the following information so that we can meet your career or training needs.

### Farmworker Status -

Are you a migrant or seasonal farmworker, or the dependent of someone who is? Read the definitions below if you are unsure. (required)

Review the definitions to see if you qualify as a migrant or seasonal farmworker, a person eligible for the National Farmworker Jobs Program, or a dependent of a farmworker.

#### Migrant or Seasonal Farmworker (MSFW)

A migrant or seasonal farmworker may work seasonally or may travel for farmwork. Also, in the past 12 months you must have:

- Worked at least 25 full or partial days in farmwork;
- Earned at least half of your income from farmwork; AND
- Not been employed year-round by the same employer.

To be a migrant farmworker, you must be a seasonal farmworker who cannot return from the job to your home each day because the job is too far away.

#### Migrant or Seasonal Food Processing Worker

A migrant or seasonal food processing worker may work seasonally or travel for food processing work. Also, in the past 12 months you must have:

- Worked at least 25 full or partial days in food processing, which includes:
  - Frozen fruit, juices, or vegetable manufacturing;
  - Animal slaughtering (except poultry); or
  - Canned juices, jams, jellies, catsup, salsa, chili, spaghetti, barbeque sauce, tomato paste, pickles, relish, or sauerkraut
- Earned at least half of your income from food processing from the same employer year-round; OR
- Be a full-time student who travels with groups (not family) to work in food processing.

#### National Farmworker Jobs Program (NFJP) Eligibility

To be NFJP-eligible, you must be a migrant and/or seasonal farmworker as defined above, with the following differences:

- Worked at least 25 full or partial days in farmwork during any consecutive 12-month period in the past 24 months.
- Your family's income cannot be above either the Health and Human Services (HHS) poverty line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is higher on the date you apply. If your family receives public assistance or if you are a foster child who is a ward of the state, you meet this income requirement.

To be an NFJP-eligible student, you must have been (a) employed full time in seasonal farmwork, or (b) unemployed but available for and seeking full-time seasonal farmwork during any consecutive 12 months in the past 24 months.

To be the dependent of an NFJP-eligible farmworker or an MSFW, you must:

- Be the spouse of an eligible worker;
- Be claimed as a dependent on the eligible worker's federal income tax return for the past year; OR
- Receive over half of your total support from the eligible worker's family during any

Next Previous

## MY PERSONAL INFORMATION

Provide the following information so that we can meet your career or training needs.

### Employment Status -

What is your current employment status? (required)

How many total weeks (if any) have you been unemployed in the past 12 months?

Are you employed at less than full time, or at jobs inadequate with respect to your training or economic needs (Underemployed Worker)? (required)

Have you been unemployed for 27 non-consecutive weeks in the past 12 months? (required)

Have you been unemployed for 27 or more consecutive weeks at the time of registration? (required)

Next Previous

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You have successfully agreed to terms and conditions.

[My Profile](#) My Personal Information

## MY PERSONAL INFORMATION

Provide the following information so that we can meet your career or training needs.

Unemployment Insurance Status -

What is your unemployment insurance (UI) claimant status? (required)

**Next** Previous

You have successfully agreed to terms and conditions.

[My Profile](#) My Personal Information

## MY PERSONAL INFORMATION

Provide the following information so that we can meet your career or training needs.

Selective Service Status

Have you complied with the Selective Service requirements? (required)

Read more about [Selective Service requirements](#) or [register online](#).

**Next** Previous

You have successfully agreed to terms and conditions.

[My Profile](#) My Personal Information

## MY PERSONAL INFORMATION

Provide the following information so that we can meet your career or training needs.

Eligibility to Work in the U.S. -

Work Eligibility Status (required)

**Next** Previous

You have successfully agreed to terms and conditions.

[My Profile](#) My Personal Information

## MY PERSONAL INFORMATION

Provide the following information so that we can meet your career or training needs.

Dislocated Worker Status -

Read the options below. You must choose the one that applies to you.

- I am a displaced homemaker having difficulty finding or improving employment. (A displaced homemaker has lost the income of a family member that they depended on. This also includes dependent spouses of active duty service members with greatly reduced income due to deployment, call to active duty, change of station, or a death or disability connected to military service.)
- My spouse is an active duty armed forces member and I've lost my job due to relocating for their change in duty station.
- My spouse is an active duty armed forces member and I'm having trouble finding or improving employment.
- I am an armed forces member (or the spouse of an active duty armed forces member) looking for work and training in an area where these services are not readily available due to demand.
- None of the above.

**Next** Previous

[My Profile](#) Edit Work Wanted

## EDIT WORK WANTED

Select an occupation that best describes what type of job you're looking for.

Occupation Title (required)

Enter a keyword or O\*NET code for the occupation. [Search for O\\*NET Codes](#)

**Update Work Wanted**



# NEW RESUME

Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. Questions on this page affect how your resume displays in the Resume Search. If you wish to upload a resume, you may do so at the bottom of the page.

## Resume Information

Resume Title (required)

This is the title that displays to employers and general public in the Resume Search. Each of your resumes must have a unique title. It should be relevant to the type of work you are seeking and advertise your skills as a job seeker.

Occupation (required)

Enter a keyword or O\*NET code for the occupation. [Search for O\\*NET Codes](#)

## Education and Experience

How many years and/or months of relevant work experience do you have?

(required)

 and   
Years Months

The months must be fewer than twelve. If you have nothing to enter in either or both fields, enter zero.

Education level

## Location Information

Are you willing to move to another location for work? (required)

- Yes  
 No

Where would you like to find employment? (required)

Enter a city and state or ZIP. This location is for job-matching purposes only. Your resume will display to employers that conduct resume searches for your designated area and that are within the one-way commuting distance you set.

What is the maximum distance (in miles) you are willing to commute to work one-way? (required)

Are you willing to travel as a requirement of the job? (required)

- Yes  
 No

This does not refer to your willingness to commute to work from your home every day.

## Wage and Shift Information

What is your desired salary type? (required)

- Annual  
 Hourly  
 Other

What is your minimum desired salary? (required)

Enter only numbers in this field (e.g., 30000 for annual, 12.00 for hourly or 500 for other). Other can be price per mile, per job, per contract, etc. The maximum allowable amounts are 1000000 for annual, 100.00 for hourly and 1000000 for Other.

[Market Wage Information](#)

Are you seeking full-time or part-time work? (required)

- No preference  
 Full time  
 Part time

What shift do you prefer to work? (required)

- No preference  
 Day  
 Evening  
 Night  
 Rotating  
 Split

Are you willing to accept temporary work? (required)

- Yes  
 No

Do you have a valid driver's license? (required)

- Yes  
 No

## Email

Do you want job matches for this resume emailed to you?

- Yes  
 No

## Resume Upload

Select File to Upload

Please Select File

The file must be a PDF, Microsoft Word, Microsoft WordPad, or LibreOffice Writer document (.pdf, .doc, or .docx), no larger than 10 MB.

Create Resume Cancel

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# OBJECTIVE STATEMENT

**i** The following suggestions for an Objective Statement are based upon the type of work you are seeking. You may select one, edit it later, or if none of these seem suitable for you, you can skip this step and write your own later. Words or phrases in brackets indicate text you can later edit on **Step 11: Review and Post**.

**1** Resume Overview

## Objective Statement

Summary of Qualifications

**2** Address Book

**3** Work Experience

**4** Education

**5** Awards

**6** Licenses and Certifications

**7** Additional Information

**8** Military Service

**9** Driver's License

**10** References

**11** Review and Post

Resume Suggestions

Resume Preview

Reference Preview

Current Selection:

## Customer Service Representatives

43-4051.00

### Objective Statement

- Customer oriented problem solver with an ability to adapt to new situations seeking a [office receptionist] position.
- Seeking an [administrative] position in a [non-profit] organization where I can use my fund-raising, public relations and management skills.
- An experienced [administrative assistant] seeking employment providing office coordination.
- Seeking a position in an office environment, where there is a need for a variety of office tasks including [computer knowledge, organizational abilities, business intelligence and database program use] .
- A [recent graduate] seeking a position as a [receptionist] to develop and improve my skills while contributing to the team and organization.
- To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.
- To join an interactive organization that offers me a constructive workplace for communicating and interacting with customers and people.
- Attain full-time employment as an Information Technology Specialist with a company that offers internal opportunities for growth and advancement.
- [Full-Time/Part-Time position] which will enable me to use my strong accounts tracking skills, prior work experiences, and ability to work well with multiple departments in a large corporate

Update Objective

Skip

Back

Complete all 11 steps of the resume section

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## 20 years Customer Service Experienced RESUME PREVIEW

This is what employers will see when viewing your resume. Click **Publish** to complete your resume, which makes it visible to employers. You can also control a resume's public visibility with its expiration date from the **My Resumes** page.

### 1 Resume Overview

Objective Statement  
Summary of Qualifications

### 2 Address Book

### 3 Work Experience

### 4 Education

### 5 Awards

### 6 Licenses and Certifications

### 7 Additional Information

### 8 Military Service

### 9 Driver's License

### 10 References

### 11 Review and Post

Resume Suggestions

**Resume Preview**

Reference Preview

**Resume Preview**

Reference Preview

Download/Print PDF

Download/Print Word

**Lucy Arias**  
20 years Customer Service Experienced

Address: 1234 S. Anytown Ln., Gilbert, AZ 85234  
Email: LucyArias2021@gmail.com  
Home: (123) 455-6666

- 15 years' experience in customer service, administrative and graphic design
- Willing to take on additional responsibilities and challenges
- Displays excellent time management with high attention to detail
- Works effectively as a team member
- Strong attention to detail, customer service and listening skills; highly motivated, creative and flexible
- Excellent computer skills - Microsoft Office products
- Possess effective planning, organizational, communication, presentation and interpersonal skills
- Professional known for making managerial decisions, using discretion and processing highly confidential information

**Work Experience**

Jan 2000 - Present **Customer Service Representative**  
City of Anytown  
Anytown, AZ, United States

- Refer unresolved customer grievances to designated departments for

**Publish** **Edit**



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Once your resume is published your registration is complete.

# QUESTIONS



Please direct all questions to AZ@WORK. To find your local office visit:

<https://arizonaatwork.com/locations>

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