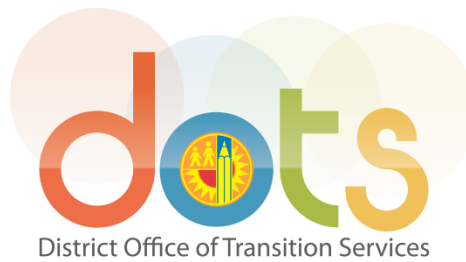


# Are You Prepared To Apply For A Job Online?

## Online Job Search Tips:

1. Use a working email account with a professional sounding name.
2. Create a thorough resume and know how to attach it to an email.
3. Write an effective letter of intent for the job you want.
4. Learn to research jobs and apply online.
5. Use a reliable phone line to schedule a face-to-face interview.
6. Practice interviewing so that you become more comfortable with the process.



### Our Mission Statement

The District Office of Transition Services is committed to empowering all students with disabilities, beginning at age 14, with the skills necessary to achieve their full potential in adult living, through support and collaboration with families, schools and communities.



LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF SPECIAL EDUCATION

**Beth Kauffman**  
Associate Superintendent

DISTRICT OFFICE OF TRANSITION SERVICES  
333 South Beaudry Ave., 17<sup>th</sup> Floor  
Los Angeles, CA 90017  
Phone: 213.241.8050  
<http://dots.lausd.net>

### Call DOTS Today!

Students with disabilities who have completed or graduated from high school and/or their families should call DOTS for more information about job search assistance, local facilities offering vocational training, and other opportunities to further their education.

Information to Help  
Make Important

## Life Choices

*For Young Adults with Disabilities*

**San Fernando Valley**  
**(The Van Nuys/Foothill District)**



Making Informed Decisions  
About Life After High School



Updated March 2017

### Follow Up Survey! Please Participate!

Someone from DOTS will be contacting you during the first two years after high school. We want to know how you are doing and can provide resources and information about how to further your education, obtain vocational training, and search for job openings in your area of interest!

## Support and Job Search Assistance

Department of Rehabilitation and other job search agencies provide support and job search assistance.

### **Department of Rehabilitation**

#### **Van Nuys/Foothill District Office**

15400 Sherman Way, Suite 480  
Van Nuys, CA 91406  
(818) 901-5024 (Voice)  
(818) 901-4509 (TTY)  
(844) 729-2800 (TTY)

#### **Glendale Branch**

425 W. Broadway, Suite 200  
Glendale, CA 91204-1210  
(818) 551-2141

#### **Santa Clarita Branch**

(661) 799-1020 (Voice)  
(844) 729-2800 (TTY)  
23838 Valencia Blvd., Suite 303  
Santa Clarita, CA 91355-5319

#### **West Valley Branch**

6800 Owensmouth Ave., Suite 100  
Canoga Park, CA 91303-2098  
(818) 596-4302 (Voice)  
(844) 729-2800 (TTY)

### **Job Search Services**

#### **Employment Development Department (EDD)**

[www.edd.ca.gov](http://www.edd.ca.gov)

#### **Work Source California**

[www.worksourcecalifornia.com/](http://www.worksourcecalifornia.com/)

#### **America's Job Center of California**

[www.americasjobcenter.ca.gov](http://www.americasjobcenter.ca.gov)

## Independent Living

Regional Centers and Family Resource Centers assist people with disabilities in making the transition to independent living or semi-independent living after high school.

#### **Regional Centers**

[www.dds.ca.gov/RC/RCList.cfm](http://www.dds.ca.gov/RC/RCList.cfm)

#### **Family Resource Centers**

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

## Vocational Training

Occupational and Skills Centers offer vocational education classes. These can lead to skill certificates, which look great on a resume and help prepare you for employment!

### **Occupational and Skills Centers**

#### **Division of Adult and Career Education**

333 S Beaudry Ave. 18th Floor  
Los Angeles, CA 90017  
(213) 241-3150  
[www.laadulted.com](http://www.laadulted.com)

#### **North Valley Occupational Center**

11450 Sharp Ave.  
Mission Hills, CA 91345  
Disabilities Support Services:  
(818) 256-1400  
<http://nvoc.org/>

#### **West Valley Occupational Center**

6200 Winnetka Ave.  
Woodland Hills, CA 91367  
Disability Support Services:  
(818) 346-3540  
[www.wvoc.net](http://www.wvoc.net)



## Post High School Education

Community colleges offer the opportunity to meet academic, technical, and vocational goals. You can earn skill certificates and certifications as well as an Associate's Degree, and can transfer to a four year college after completing coursework.

### **Community Colleges**

#### **Pierce College**

6201 Winnetka Avenue  
Woodland Hills, CA 91371  
Office of Special Services:  
(818) 719-6430  
<https://piercecollege.edu/>

#### **Los Angeles Valley College**

5800 Fulton Avenue  
Valley Glen, CA 91401  
Services for Students with Disabilities:  
(818) 947-2681  
[www.lavc.edu](http://www.lavc.edu)

#### **Los Angeles Mission College**

13356 Eldridge Avenue  
Sylmar, CA 91342  
Disabled Students Programs and Services:  
(818) 364-7732  
<http://www.lamission.edu/>

**Make sure you sign up with the office on campus that assists students with disabilities. They can assist in providing resources for a successful post-high school educational experience.**