



**Child Support Department of Labor Referral**

**DATE:** \_\_\_\_\_

\_\_\_\_\_, you were directed to conduct a job search and report to the American Job Centers (AJC).

You are required to show this form to an AJC agent and register for their services. Write down notes or make copies of all efforts to find a job, including face-to-face interactions and online searches (employment websites, applications, etc.).

***Please check the box below if any of the following applies, so AJC staff can better assist the person named above with employment activities***

**DSS Investigator**  **SES-SEO**

- U.S. veteran
- Criminal record (felony/misdemeanor)

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Contact Phone #**

***Services you may find at the AJC include but aren't limited to:***

- Online Registration for CTHires
- Workshops on writing resumes, job interviewing, computer skills, job search strategies, etc.
- Using the Career Center for job search
- Attending on-site employer recruitments
- Determining eligibility for WIOA (Workforce Innovation and Opportunity Act) services such as Training scholarships or job development services, online learning credentials, etc.
- Applying for Unemployment Compensation Benefits

***Go to the local AJC circled on the back of this form or to any AJC convenient to you, to receive services***

**You need to bring the CTHires Activity Report and printouts of any other job search efforts for the period of \_\_\_\_\_ to \_\_\_\_\_ with you to your next court date or appointment.**

**Your next court date/appointment is on \_\_\_\_\_.**

**NOTE: The CTHires Activity Report must be printed by the AJC staff.**

**It will list all of the activities you have done since your last court date and/or appointment.**

## American Job Center Locations

<p><b>Ansonia American Job Center</b>  4 Fourth Street  Ansonia, CT  Phone: 203-397-6647  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>	<p><b>Bridgeport American Job Center</b>  2 Lafayette Square  Bridgeport, CT  Phone: 203-455-2700  <b>Hours: Monday - Friday</b>  <b>8:00am – 4:15pm</b></p>	<p><b>Bristol American Job Center</b>  Bristol at Tunxis Community College  430 North Main Street  Bristol, CT  Phone: 860-899-3620  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:00pm</b></p>
<p><b>Danbury American Job Center</b>  NVCC Danbury Campus  183 Main Street  Danbury, CT  Phone: 203-437-3380  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>	<p><b>Danielson American Job Center</b>  562 Westcott Road  Danielson, CT  Phone: 860-774-4077  <b>Hours: Monday, Wednesday, Thursday</b>  <b>8:30am – 4:00pm</b>  <b>Tuesday: 8:30am – 6:00pm</b>  <b>Friday: 8:30am – 3:00pm</b></p>	<p><b>Derby American Job Center</b>  101 Elizabeth Street  Derby, CT  Phone: 203-734-3443  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>
<p><b>Enfield American Job Center</b>  Asnuntuck Community College  170 Elm Street  Enfield, CT  Phone: 860-899-3514  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:15pm</b></p>	<p><b>Hamden American Job Center</b>  37 Marne Street  Hamden, CT  Phone: 203-859-3200  <b>Hours: Monday-Friday</b>  <b>8:00am – 4:15pm</b></p>	<p><b>Hartford American Job Center</b>  3580 Main Street  Hartford, CT  Phone: 860-256-3700  <b>Hours: Monday - Friday</b>  <b>8:00am - 4:15pm</b></p>
<p><b>Manchester American Job Center</b>  893 Main Street  Manchester, CT  Phone: 860-643-2222  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>	<p><b>Meriden American Job Center</b>  87 West Main Street, 2<sup>nd</sup> Fl.  Meriden, CT  Phone: 203-238-3688  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>	<p><b>Middletown American Job Center</b>  272 South Main Street  Middletown, CT  Phone: 860-347-7691  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>
<p><b>Montville American Job Center</b>  601 Norwich New London Turnpike  Suite 1  Uncasville, CT  Phone: 860-848-5200  <b>Hours: Monday - Friday</b>  <b>8:00am – 4:15pm</b></p>	<p><b>New Britain American Job Center</b>  260 Lafayette Street  New Britain, CT  Phone: 860-899-3500  <b>Hours: Monday - Friday</b>  <b>8:30am-4:45pm</b></p>	<p><b>New Haven American Job Center</b>  560 Ella T. Grasso Blvd.  New Haven, CT  Phone: 203-624-1493  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>
<p><b>Stamford American Job Center</b>  141 Franklin Street, 2<sup>nd</sup> Fl.  Stamford, CT  Phone: 203-353-1702  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:00pm</b></p>	<p><b>Torrington American Job Center</b>  59 Field Street,  Torrington, CT  Phone: 860-496-3500  <b>Hours: Monday - Friday</b>  <b>8:30am – 4:30pm</b></p>	<p><b>Waterbury American Job Center</b>  249 Thomaston Avenue  Waterbury, CT  Phone: 203-437-3380  <b>Hours: Monday - Friday</b>  <b>8:00am – 4:15pm</b></p>
<p><b>Willimantic American Job Center</b>  1320 Main Street, Tyler Square  Willimantic, CT  Phone: 860-450-7603  <b>Hours: Monday: 8:30am – 6:00pm</b>  <b>Tuesday, Wednesday, Thursday</b>  <b>8:30am – 4:30pm</b>  <b>Friday: 8:30am – 3:00pm</b></p>	<p><b>Hartford Downtown American Job Center Satellite</b>  500 Main Street  Hartford, CT  Phone: 860-331-3278 or  860-331-3437  <b>Hours: Monday - Friday</b>  <b>9:30am – 5:00pm</b></p>	<p><b>East Hartford AJC at Goodwin College</b>  417 Main Street,  East Hartford, CT  Phone: 860-929-3380  <b>Hours: Monday - Friday</b>  <b>8:00am to 4:30pm</b></p>