
FOR POTENTIAL CANDIDATES—HOW TO APPLY

- Make an appointment with an approved [Referral Agency](#).
- Obtain a job-readiness screening or assessment by the [Referral Agency](#).

Your Referral Agency must determine you are job ready before you may continue with the application process. If they determine you are job ready:

- Obtain completed and signed **Referral Form** from the Referral Agency; keep the original.
- Schedule an appointment with an [Application Site](#).
- Complete the Program Orientation & Application Session at an [Application Site](#).
- Receive a referral code from an Application Site.
- Submit proof of a **U.S. high school diploma, G.E.D. or equivalent from a U.S. institution or Certification** at time of application **OR** select **CASAS Test or City Aptitude Test** on the application.
- Take CASAS Test or City Aptitude Test (if U.S. high school diploma, G.E.D. or equivalent from a U.S. institution or certification was not submitted at Application Site).

ONCE YOUR APPLICATION IS SUBMITTED

If you submit a **U.S. high school diploma, G.E.D. or equivalent from a U.S. institution or certification** with your application, you will receive two email notices:

- An automated email indicating your application was received (on the day you submit).
- An email indicating your application was reviewed and:
 - **Approved.** The application is then part of the BRIDGE Candidate Pool.
 - **Disqualified.** The email will include the reason(s) for disqualification and instructions on how to submit missing information or resubmit the application.

If you select either the **CASAS Test or City Aptitude Test** with your application, you will receive three (3) email notices:

- An automated email indicating your application was received (on the day you submit).
- An email with instructions for taking the CASAS Test or City Aptitude Test, including test date, time and location.
- An email indicating if you achieved a qualifying score on the CASAS Test or City Aptitude Test.
 - **Qualifying Scores** – if you receive a qualifying score, you will be part of the BRIDGE Candidate Pool.
 - **Non-Qualifying Scores** – If you did not achieve a qualifying score, your email will have information on your options.

Once your application is approved, your application will remain in the BRIDGE Candidate Pool for one year (or until you're hired) and will be available for referral to City departments that are hiring for positions matching the criteria you select on your job application. Remember:

- ! **Candidates in the BRIDGE Candidate Pool are selected RANDOMLY for job referrals; there is no guarantee if or when you may receive a referral notice after your application is approved.**
 - ! **Make sure to check your email account at least every other day in case you receive a referral notification. Action is required if you want to be considered for the position.**

! The Program offers applicants a chance to be referred to a City department for hiring consideration only; it does not guarantee a referral, interview or job.

IF YOU RECEIVE A REFERRAL NOTICE

When a City department has vacancies it wishes to fill through the Bridge to Jobs Program, they will request a list of candidates from the BRIDGE Candidate Pool.

1. Applications are filtered to match the criteria the department is requesting.
2. From the filtered BRIDGE Candidate Pool, candidates are **RANDOMLY SELECTED**.

Because the Program is not able to guarantee when a City department will consider our candidates, and because selection for referral is random, we are not able to provide a timeline or guarantee if or when your name will be referred.

However, should your name be selected to be referred to a City department:

You will receive an email notice indicating you have been referred to a department.

- The notice will generally give you a minimum of three (3) working days to respond to the email, according to its instructions, to indicate you are interested in the position.
- You will generally be asked to send in a resume.
- If you indicate you are interested and follow the reporting instruction by the deadline, the City department will then consider you for the position – this may include resume or job history review, interview, performance examination, etc.

SELECTED FOR HIRE

If you are **NOT** selected for hire by the City department, you will remain in the Application Pool to be considered for other opportunities.

If you **ARE** selected for hire, you will receive a *conditional job offer* and will then need to:

- !** Complete a City background review, and
- !** Provide evidence that you have a legal right to work in the U.S.

Please check with your hiring department that you have passed ALL background and medical clearances before you quit any other employment.



For more information about the *Bridge to Jobs Program*, Visit us at lalocalhire.lacity.org. You may also send us an email at lalocalhire@lacity.org.