

## Learn More

Contact your local Toronto Employment and Social Services office or call your Case Worker and ask for an Employment referral form for job search assistance.

Employment Placement program intake and information sessions are held by appointment only. Ontario Works applicants should bring most recent copy of their resumes with them to the intake session.

For further information contact (416) 350-2331 extension 110 to arrange to meet with the employment Specialist.

## Our Location

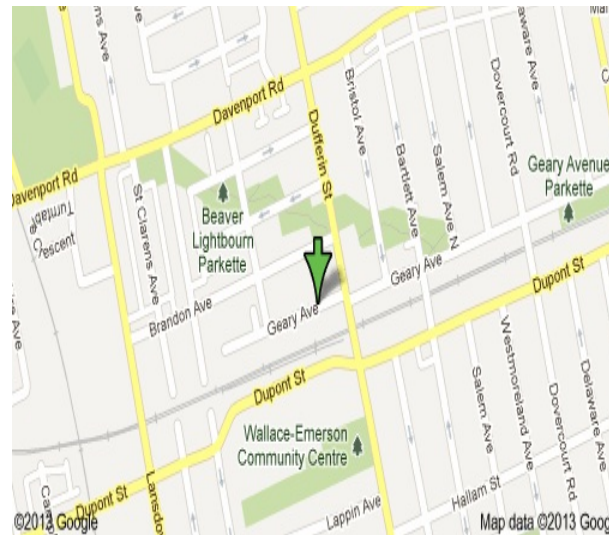
274 Geary Ave. We are located just west of Dufferin, north of Dupont.

### Directions

**By Subway (East/West):** Subway to Dufferin take #29 bus North and get off at Brandon Ave. Walk south to 274 Geary.

**By Subway (North/South):** Subway to Spadina take #127 bus to Dufferin (On Davenport road). Walk south to 274 Geary.

**By Car:** See the map for exact directions from your location.



# Ability Learning Network

Creating careers – since 1993

## Employment Placement Program

274 Geary Avenue  
Toronto, ON M6H 2C5  
Phone (416) 350-2331 ext. 101  
Fax (416) 350-2119  
Email: [info@aln.ca](mailto:info@aln.ca)  
<http://www.aln.ca>

## EMPLOYMENT

### Ability Learning Network

Ability Learning Network (ALN) is registered as a Private Career College under the *Private Career Colleges Act, 2005*. ALN has been delivering skills development training and employment placement supports since 1993.

Ability Learning Network provides Employment Services funded through Toronto Employment and Social Services. We help people receiving social assistance prepare for and find work.

Our focus is on identifying the most appropriate types of employment opportunities based upon the job seekers' abilities and experience. We develop a solid action plan to determine the steps necessary to achieve the client's employment goal and provide assistance in achieving those goals.

### Resource Centre Support

Employment Placement assistance is available for clients receiving Ontario Works to develop a resume and cover letter, conduct a job search, connect with employers who are hiring and help prepare for interviews.

## PLACEMENT

### Components of the Job Search Program

- How to plan and conduct an effective job search using internet and email
- Resume development and instruction on completing cover letters
- Completing employment application forms
- Networking skills
- Interviewing skills
- Applying labour market information to the job search
- Job maintenance skills

### Eligibility

You may be eligible to participate in Employment Placement if you are receiving Ontario Works benefits, are ready to re-enter the workforce and are in need of assistance in searching for and preparing for employment.



## PROGRAM

### Program Acceptance..

..is determined through a review of the client's skills and qualifications gained through previous employment history, the type of employment the client is seeking and the appropriateness of their goals in relation to their experiences. Following intake if the client is accepted, the employment specialist meets with each person individually to review and revise their resume and cover letter.

### Successful Job Placement

By matching our clients' skills and abilities to advertised vacancies, as well as by tapping into the hidden job market, we have successfully placed our clients in the following positions.

Building Maintenance Workers  
Superintendents  
Cleaners  
Shipping and Receiving  
Food Service  
Customer Service (retail)  
Cashier  
General Labourers  
Construction