

**TOHONO DEPARTMENT OF
EDUCATION
ONE STOP DIVISION
ANNOUNCES**



**The Resource Center will be open to the PUBLIC by
appointment only on the following days:**

TUESDAY & THURSDAY from 9AM-5PM

***Masks are required and social distancing will be practiced
during appointment.***

**Core services available at the Resource Center
include and are FREE and OPEN to the public**

(You do not need to be enrolled to receive these services)

- Job Search and Application Process
- G.E.D. CORE Services
- Test of Adult Basic Education (T.A.B.E.)
- Computer / Fax / Copy Services: *for education and employment purposes*
- COPS/CAPS/COPEs Assessments: Evaluates your interests, abilities, and values to recommend career pathways based on your results.
- Employability Skills Workshops:
 - ❖ Preparing a Resume/Cover letter/Job application
 - ❖ Prepare for Interview/Mock interviews. . . . And more

**Any questions and or to schedule an appointment,
please call our office at (520) 383-4251**

Toll Free 1-800-956-3160

**"An Equal Opportunity Employer/Program. Auxiliary Aids and Services are Available upon Request to
Individuals with Disabilities. TTY/TDD:711"**