

**\*All Services Available  
At No Cost**

**WORKFORCE INNOVATION &  
OPPORTUNITY ACT  
(WIOA)**

# FIND YOUR WAY TO A NEW CAREER TODAY!

## RECEIVE TRAINING IN:

- **Transportation/Logistics**
- **Information Technology**
- **Healthcare**
- **Skilled Trades/Construction**
- **Manufacturing**
- **And many more!**

**Check out our career services, including job readiness workshops, 1 on 1 career coaching & scholarships for training programs!**

## INTERESTED IN GETTING STARTED?

Visit our website at [vcwcapital.com](http://vcwcapital.com) and click on "Getting Started" tab to complete our Virtual Enrollment process

**\*Enrollment subject to eligibility criteria!**



**VIRGINIA  
CAREER WORKS**

CAPITAL REGION

A Proud Partner of the American Job Center Network

Virginia Career Works - Capital Region Centers are equal opportunity programs/employers (EOE). Auxiliary Services are available upon request to individuals with disabilities TTY/TTD 1 800 628-1120, VA Relay 711. Activities are fully funded by a \$4.04 million Federal Workforce Innovation and Opportunity Act award provided by the US Department of Labor.

# Introducing the Virginia Career Works Capital Region Career Services Portal



Get Started Login

CAPITAL REGION



CAPITAL REGION

## WELCOME TO VIRGINIA CAREER WORKS CAPITAL REGION CAREER SERVICES PORTAL

WHERE JOBSEEKERS AND BUSINESSES CONNECT

Need help finding the next step in your career?

Virginia Career Works – Capital Region is here to help through our new Career Services Portal. This program is designed for job seekers to access Virginia Career Works services remotely.

We provide many services to job seekers including:

- One-on-one assistance with resumes, cover letters and thank you letters
- Assistance with completing employment applications
- Career counseling
- Development of an individual employment plan
- In-depth interviewing skills development
- Career and skills testing
- Occupational skills training, on-the-job training, job readiness training
- Referrals to specialized services

How can you get started?

Visit [www.vcwcapital.com/orientation](http://www.vcwcapital.com/orientation) for more about our services and get started down the path towards your next step.



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AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Virginia Career Works – Capital Region is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711 or 800.828.1120. Career Services are fully funded by a \$4.04 million Workforce Innovation and Opportunity Act award provided by the US

Department of Labor.



CAPITAL REGION

## Career Services Portal Checklist

This checklist is designed to assist you in applying to Career Services at Virginia Career Works – Capital region.

- Visit [www.vcwcapital.com/orientation](http://www.vcwcapital.com/orientation)
- Watch 7-minute Orientation Video
- Select One of the Career Services Programs:
  - General Career Services (Adult/Dislocated Worker)
  - Career Services for Ages 18-24 (Young Adults)
- Read or Watch Information About Program Services
- Select the "Register Today" Button
- Select "Create an Account"
- Complete Quick Registration Form
- Complete Detailed Registration Form
- Select "Agree" on the End-User Agreement page
- Complete the "Initial Intake Form"
- Complete and Sign the "Career Services Application"
- Download the mobile App (Links in icons below) or search OneFlow
- Once in mobile app, enter instance ID: VCWCAPITAL then your username/password
- Upload any Required Documentation (On Computer, Tablet, or Mobile App)
- Visit [www.vawc.virginia.gov](http://www.vawc.virginia.gov) to Register for Job Services

*\*Any questions can be submitted on <https://vcwcapital.com/contact/> or the contact request form in the career services portal.*

OneFlow website: <https://vcwcapital.myoneflow.com/oneflow/rSiteHome.aspx>



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