



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903**

**Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)**

**Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502**

Chicago Austin * Oak Park *
Riverside * North Riverside *
Brookfield * Berwyn * Proviso
Township * Forest Park * La Grange
* LaGrange Park * Western Springs



1. **Job Title: MOTOR TRUCK DRIVER**

- **Description:** Transports materials, tools, equipment and personnel to and from projects;
- Drives general transportation and special-purpose vehicles, except those that are operated by Hoisting Engineer;
- Drives sweepers, snowplows, spreaders, chemical applicators and similar equipment to clear streets, airfields and runways and to spread sand, salt and other products;
- Drives garbage and refuse collection trucks on assigned routes and to disposal sites; inspects vehicles or mechanical equipment for proper operation and checks oil and fluids;
- Reports extensive mechanical repairs to supervisor to ensure repairs are made in a timely manner;
- Completes various paperwork including worksheets, repair orders, activity logs, and other forms documenting driving assignments;

Agency: CHICAGO DEPARTMENT OF AVIATION

Salary: \$35.03 hr

Job Type: Full-Time

Contact: 312-744-4976

Work Hours: N/A

How to apply: City of Chicago careers site

2. **Job Title: DIRECTOR OF PERSONNEL POLICIES AND UTILIZATION**

- **Description:** Directs staff responsible for coordinating the employment/hiring process, processing personnel actions and payrolls, and the return to work and leave of absence programs
- Establishes and monitors work priorities for human resource personnel in accordance with strategic goals of the department
- Analyzes the department's personnel staffing requirements and prepares recommendations regarding position management

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- Develops and interprets personnel policies and procedures and monitors their proper implementation
- Plans and coordinates training and orientation programs for department employees
- Coordinates and administers benefits administration activities including the review and processing of requests for paid and unpaid leaves of absence (e.g., FMLA, duty disability, parental)

Agency: DEPARTMENT OF FINANCE

Salary: \$71,772.00

Job Type: Full-Time

Contact: (312) 744-4976

Work Hours: 8:30 AM – 4:30 PM

How to apply: City of Chicago careers site

3. **Job Title: ASSISTANT CORPORATION COUNSEL**

Description: Division attorneys practice in federal court as well as in state court. The Division handles sophisticated and complex litigation matters (including class actions) that involve extensive motion practice, intensive discovery, settlement negotiations and trials. Division attorneys also provide counseling and training to client departments on employment matters including reasonable accommodation, anti-harassment and anti-retaliation policy compliance, FMLA leave and FLSA obligations.

Agency: DEPARTMENT OF LAW

Salary: \$72,492.00

Job Type: Full-Time

Contact: 312-744-4976

Work Hours: N/A

How to apply: City of Chicago careers site

4. **Job Title: ACCOUNTING TECHNICIAN I**

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- **Description:** Posts transactions involving cash receipts, disbursements and/or accounts payable, and accounts receivable to ledgers
- Develops a strong understanding of the billing process
- Researches and resolves billing issues
- Maintains accuracy in customer accounts
- Audits vouchers submitted for reimbursement by examining contracts, budgets, balance sheets, and other documents to determine if costs are allowable

Agency: DEPARTMENT OF FINANCE

Salary: \$37,248.00

Job Type: Full-Time

Contact: (312) 744-4976

Work Hours: 8:30am – 4:30pm

How to apply: City of Chicago careers site

5. **Job Title: COORDINATING ARCHITECT**

- **Description:** Oversees consultants and supervises in-house architectural staff engaged in establishing design criteria, project schedules and cost estimates for architectural projects
- Confers with senior managers in client departments to discuss the need for new construction, expansion or renovation of municipal facilities
- Reviews completed design plans of staff and private consultants to ensure compliance with project specifications, space and usage requirements, building and zoning codes and funding guidelines
- Supervises and conducts visits of field sites to monitor work in progress and to ensure compliance with project schedules, contract specifications and budget guidelines
- Reviews project change orders for appropriateness and recommends approval according to adherence to established policies and procedures

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Agency: Department of Fleet and Facility Management

Salary: \$90,252.00-\$96,768.00

Job Type: Full-Time

Contact: 312-744-4976

Work Hours: 9:00 a.m.-5 p.m.

How to apply: City of Chicago careers site

6. **Job Title: LAW CLERK**

Description: Law clerks will be assigned to one of the four sections and may be cross-trained in other sections. Their responsibilities will include working closely with client departments; reviewing and analyzing files; recommending appropriate courses of action against alleged debtors; providing monthly reports to upper management as to the progress of cases reviewed and/or filed; analyzing deeds and other property information to determine the ownership of the property in violation; investigating where to serve the defendant(s) with the legal complaint; as well as conducting legal research and drafting supporting memoranda. Under the supervision of a licensed attorney, clerks who are 711-licensed or eligible may also interview witnesses, negotiate settlements, argue motions, and conduct hearings at the Department of Administrative Hearings or in the Circuit Court of Cook County.

Agency: Department of Law

Salary: \$14.23 / hour

Job Type: Full-Time/Part-time

Contact: 312-744-4976

Work Hours: Monday - Friday (Flexible Hours between 7:00am - 6:00pm)

Year-round full-time and part-time (part-time is a minimum of 25 hours per wk)

How to apply: City of Chicago careers site

7. **Job Title: SENIOR PERSONNEL ASSISTANT**

Description: Performs payroll and timekeeping functions for the department (e.g., payroll reports, vacation, new hires, exiting employees)

- Updates accounts payables and accounts receivables by entering transactions into the financial management purchasing system
- Compiles personnel cost data for preparation of the department's personnel budget

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- Serves as liaison with payroll and benefits staff
- Informs employees and family members of benefits
- Prepares purchase orders

Agency: Finance & Administration Division

Salary: \$42,456.00

Job Type: Full-Time

Contact: 312-744-4976

Work Hours: N/A

How to apply: City of Chicago careers site

8. **Job Title: VETERINARIAN**

- **Description:** Under direction, provides medical care for the prevention, diagnosis, and treatment of diseases and disorders of animals working in the fast paced Medical Section at the Animal Care and Control Center (ACC)
- Provides diagnostic, non-surgical, and surgical treatment to sick and injured animals impounded at the ACC following established protocols and procedures.
- Performs various types of surgeries including routine neuters and spays; conducts euthanasia by injection as needed.
- Examines impounded animals for diseases or injuries and observes animals suspected of rabies and takes appropriate action.
- Performs inoculations of animals to protect against contagious diseases.
- Evaluates physical demeanor of animals against established safety criteria and makes recommendations for adoption, transfer/rescue or euthanasia.
- Provides input into the investigation of animal cruelty cases by determining the nature and cause of injury or death.

Agency: Department of Animal Care and Control

Salary: \$85,500.00

Job Type: Full-Time

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Contact: 312-744-4976

Work Hours: N/A

How to apply: City of Chicago careers site

9. **Job Title: DISABILITY SPECIALIST II**

- **Description:** Advocates on behalf of clients, working with service providers and private and public agencies to ensure clients have access to and obtain needed economic and social services
- Provides information to clients, their families and the general public regarding programs and services available to people with disabilities
- Assesses clients' eligibility for services and refers eligible clients to service providers and social service agencies
- Assists clients in obtaining services and benefits from social service and government agencies and performs follow up to ensure they receive needed services
- Counsels clients on how to maintain their independent living status and provides information on various assistive devices, home modifications and available direct services

Agency: Mayor's Office for People with Disabilities

Salary: \$53,172.00

Job Type: Full-Time

Contact: 312-744-4976

Work Hours: N/A

How to apply: City of Chicago careers site

10. **Job Title: ASSISTANT MANAGER OF COLLECTIONS**

- **Description:** Assists in the development, control of budgetary and personnel functions within a unit responsible for cashiering, intra-government, mail and vault collections systems, and program activities

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- Supervises or assists in supervising staff performing customer service, clerical, and administrative duties pertaining to the collection and tracking of revenues collected within a unit or program
- Manages parking, red light, and speed violation fines; and emergency medical service collection operations
- Conducts research of database files and records to produce work reports

Agency: DEPARTMENT OF FINANCE

Salary: \$61,584.00

Job Type: Full-Time

Contact: (312) 744-5035

Work Hours: N/A

How to apply: City of Chicago careers site

11. **Job Title: Student Trainee (Medical and Health),**

Description: The Pathways Internship Program offers opportunity to start a career in scientific, professional, technical, and administrative positions that support the mission of the Food and Drug Administration. As a Student Trainee (Medical and Health), the duties may include providing technical or clerical assistance in the area of research or scientific work in the medical and health field.

Agency: Food and Drug Administration

Salary: \$25,261.00 to \$28,262.00

Job Type: Full-Time

Contact: FDA Helpdesk

Phone: (888)478-4340

Fax: (478)757-3144

Email: QUICKQUESTIONS@PSC.GOV

Work Hours: N/A

How to apply: USA Jobs

12. **Job Title: Debtor Contact Representative**

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Description: Debtor Contact Representatives perform technical and clerical duties involving contacting debtors for the purpose of examination, collection, control, documentation and disposition of overpayments against all SSA administered programs through both incoming calls to the SSA 800 number and outgoing calls directly to the debtors. Debtor Contact Representatives use many computer resources including the SSA administered software, the Internet, and over the counter software to answer debtor's questions, input decisions, and locate debtors.

Agency: Social Security Administration

Salary: \$35,452.00 to \$51,373.00

Job Type: Full-Time

Contact: Rene Torres

Phone: (312)575-5011

TDD: 312-575-5011

Email: RENE.TORRES@SSA.GOV

Work Hours: N/A

How to apply: USA Jobs

13. Job Title: Program Analyst

Description: Incumbent is a Program Analyst for one or more of the following Regional programs and activities: Armen Certification Program, Aviation Medical Examiner (AME) Program, and Air Traffic Control Specialist (ATCS). Works closely with the Regional/Deputy/Flight Surgeon to ensure the following: (1) medical certifications are issued to medically qualified airmen only, (2) an appropriate number of qualified physicians are selected, designated and trained to conduct FAA medical examinations of civil airmen, and (3) ATCS physical examinations meet program requirements. Incumbent ensures all activities are performed in accordance with established regulations. Incumbent may be required

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to travel up to 25 percent to conduct site visits of prospective and current AMEs to verify their compliance with established regulations. Incumbent may provide technical direction to other staff personnel as well as communicating technical program information to a diverse audience orally and in writing. Incumbent complies with all Quality Management System (ISO-2001) requirements.

Agency: Federal Aviation Administration

Salary: \$45,235.00 to \$100,162.00

Job Type: Full-Time

Contact: Alexis Martinez

Phone: 847-294-7738

Fax: 847-294-7858

Email: alexis.martinez@faa.gov

Work Hours: N/A

How to apply: USA Jobs

14. **Job Title:** Student Trainee (Engineering)

Description: As a Student Trainee (Engineering), you will receive experience in the practical application of the principles, techniques, and concepts of engineering. Typical assignments include:

- Preparing drawings, graphs, and charts;
- Performing analysis and calculations;
- Researching and collecting technical data; and
- Recording factual data from tests and other studies.

Agency: U.S. Army Corps of Engineers

Salary: \$25,731.00 to \$41,193.00

Job Type: Full-Time

Contact: Central Resume Processing Center

Phone: (000)000-0000

Email: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

Work Hours: N/A

How to apply: USA Jobs

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15. Job Title: Carpenter

Description: Under direct supervision of the Stationary Engineer - Chief, performs skilled level carpentry work; instructs helpers and inmate in performing carpentry tasks.

Agency: Corrections

Salary: \$43.35 hr

Job Type: Full-Time

Contact: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Phone: (815) 727-3607 extension 6693

Fax: (815) 727-0838

Email: diana.wysocki@doc.illinois.gov

Work Hours: 6:30 a.m. to 3:00 p.m. Monday through Friday with days off of Saturday and Sunday

How to apply: <http://work.illinois.gov>

16. Job Title: Human Resources Associate

Description: Under direct supervision, assists the Human Resources Manager as requested; prepares personnel transactions and assures that forms are processed in accordance with CMS guidelines; responds to and answers job verifications for employees; opens, maintains and closes personnel files; maintains personnel records; answers telephone calls for the Human Resources Department and directs the calls to the appropriate party; schedules appointments and meetings for the Human Resources Unit; assists in the coordination of charitable drives organized by the State of Illinois; assists employees with the State Retirement System, Deferred compensation and payroll.

Agency: Workers Compensation Commission

Salary: \$3,240.00 - \$4,592.00

Job Type: Full-Time

Contact: (217) 782-7100,

Work Hours: Monday through Friday - 8:30 A.M. to 5:00 P.M.

How to apply: <http://work.illinois.gov>



17. Job Title: Human Resources Representative

Description: Under direction of the Human Resources Director, serves as a human resources generalist providing all human resources services; advises management about personnel actions covered under the personnel rules of the State; responsible for classification of job descriptions; prepares for and conducts structured interviews to select candidates for positions at the Commission; gathers job information and designs interview questions; evaluates candidates responses and recommends candidate to fill the position; prepares related documents for hiring in compliance with State governing policies and procedures; responsible for all procedures and reports for internal workers' compensation claims; provides documents and records, including time records for the third party administrator; generates monthly, quarterly and annual reports for the Human Resources Department; assists with labor matters, including: conducting preliminary investigations and interviews regarding disciplines, grievances; EEOC claims and unfair labor practice complaints; produces reports from the investigations; conducts research and on topics for negotiations and impact bargaining; assists the Human Resources/Labor Director with all labor issues.

Agency: Workers Compensation Commission

Salary: \$2,324.00 - \$5,868.00 monthly

Job Type: Full-Time

Contact: (217) 782-7100,

Work Hours: N/A

How to apply: <http://work.illinois.gov>

18. Job Title: Industrial Commission Technician

Description: Under general supervision, receives telephone inquiries to the Workers' Compensation Commission and provides technical assistance to the public and attorneys regarding the rules and administrative procedures of the Workers' Compensation Act; searches prior decisions and advises interested parties of the outcomes and awards for

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similar cases. Performs a variety of clerical support work; sets up medical examinations; assembles copies of Commission hearing transcripts in response to summons; forwards documents to the Circuit Court; logs and tracks Commission decisions and information into a computer; keyboarding; and provides general clerical support to the staff.

Agency: Workers Compensation Commission

Salary: \$3,240.00 - \$4,592.00

Job Type: Full-Time

Contact: (217) 782-7100,

Work Hours: Monday through Friday - 8:30 A.M. to 5:00 P.M.

How to apply: USA Jobs

19. Job Title: Public Service Administrator - Opt 1

Description: Subject to management approval, plans, directs and evaluates the Key Information Delivery System (KIDS) Support program for the Division of Child Support Services (DCSS) within the Bureau of Policy and Program Support; directs and evaluates the integration of child support functional areas with other parts of the KIDS program; directs complex and comprehensive studies; analyzes existing and proposed data processing functions as they relate to the programs and functions of other sections and bureaus within the division; directs the development of training material for staff in relation to the KIDS program; serves as a working supervisor.

Agency: Healthcare & Family Services

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Contact: (217) 782-7100,

Work Hours: 8:30 - 5:00

How to apply: <http://work.illinois.gov>

20. Job Title: Social Services Career Trainee

Description: Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional

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limitations imposed while completing academic coursework necessary to obtain a Master's degree in rehabilitation or a closely related field. Assists on caseloads of persons whose primary language is Spanish.

Agency: Human Services

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Contact: (217) 782-7100,

Work Hours: 8:30-5:00pm

How to apply: <http://work.illinois.gov>

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CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.



What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
 - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center
 -



How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
 - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training



- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.

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10 REASONS TO CONSIDER JOINING THE ARMED FORCES

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



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1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, "There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well." (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.

2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits

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with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.

6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

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8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).