BUSINESS SERVICES

- Labor Exchange and Recruitment
  - assistance with writing job descriptions
  - job fairs
  - job order taking
  - job seeker application pre-screening
  - recruitment

- Employer Requested Assessment
  - comprehensive ability battery
  - test for adult basic education
  - typing/clerical
  - Worldwide Interactive Network/Kentucky Essential Skills Certificate
  - WorkKeys/National Career Readiness Certificate
  - other employer requested assessment

- Work-based Training
  - transitional jobs
  - work experience/internship
  - on-the-job training
  - customized training services (unemployed and employed)
  - incumbent worker training
  - registered apprenticeship

- Federal Bonding Program
- Job Profiling and Analysis
- Aversion Strategies and Rapid Response (assistance during a layoff)
- Labor Market Information
- Alien Labor Certification
- H-2A Field Checks
- Human Resources/Employer Labor Law Information
- Unemployment Insurance Information and Assistance
- Work Opportunity Tax Credit and Kentucky Unemployment Tax Credit
**Bluegrass**

*Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford*

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**West Kentucky**

*Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, Muhlenberg, Todd, Trigg*

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