

## PROGRAM OVERVIEW

The Transition Assistance and Family Employment Readiness Programs are located in the Fleet and Family Service Center (Bldg 30). The FFSC offers a variety of services to assist you in your career exploration and job search: resume writing assistance, employer recruiting visits, computerized federal job applications, local and national job listings, Internet access, job search videos and fax machine. All these services are free of charge to the job seeker.

The Transition Assistance Program (TAP) also offers 5-day Transition Assistance Workshops once a month. These workshops cover subjects such as resume writing, interviewing skills, job search techniques, etc. These workshops are open to transitioning military members and their families.

The Family Employment Readiness Program (FERP) is a Fleet and Family Support Center program that assists Department of Defense family members during their job search. The FERP offers one-on-one resume writing assistance, assistance finding jobs in the local area as well as help locating employment at your family's next duty location. We can also assist you as you explore various career options.

This brochure was put together with our job-seeking clients in mind. The information contained is only a small "picture" of the local area. There are many more resources but this booklet can provide you a starting point. The listings are not an endorsement of any company/business but reflect the varied interest, skills and opportunities in our area. The FFSC staff hopes that this brochure assists in your job search and wishes you the best of luck.

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**PLACES TO LOOK**



This section includes a cross-section of coast employers.

Though this book has been narrowed to cover larger employers, keep in mind that hundreds of small businesses also offer opportunities in a variety of fields.

Traditional job search methods work well on the coast. Register with state employment agencies listed in this section. There is a College Career Center at the Mississippi Gulf Coast Community College. Call the Career Center at the Jackson County campus, 228-497-7752, or the Jefferson Davis Campus in Harrison County campus at 228-896-2504. Scan want ads in the local papers. Coast employers frequently recruit through help wanted ads, especially in the Sunday and Wednesday editions.

Register with personnel/temporary agencies. Hundreds of companies use these agencies to place employees.

Call job lines, visit human resource offices and use the Internet to identify job openings. Mailing out unsolicited resumes is the least effective way of finding a job on the coast.

Local Chambers of Commerce can also be sources of information on Gulf Coast companies:

D'Iberville/St. Martin Chamber of Commerce - 228-392-2293  
([www.dsmchamber.com](http://www.dsmchamber.com))

Hancock County Chamber of Commerce - 228-467-9042  
([www.hancockchamber.com](http://www.hancockchamber.com))

Mississippi Gulf Coast Chamber of Commerce - 228-604-0014  
([www.mscoastchamber.com](http://www.mscoastchamber.com))

Jackson County Area Chamber of Commerce - 228-762-3391  
([www.icchamber.gov](http://www.icchamber.gov))

Ocean Springs Chamber of Commerce - 228-875-4424  
([www.oceanspringschamber.com](http://www.oceanspringschamber.com))

### **Casino Employment Information**

**Casino hire people with customer service skills; people who can work shifts and communicate a flexible attitude. Most will promote from within. Applicants should be willing to work any shift and be flexible about the types of jobs they will accept.**

#### **Hint**

- ❖ When calling a casino, ask to be connected to the Human Resource or Employment office.
- ❖ Take note of specific days and times that each casino will accept applications.
- ❖ Casinos often conduct screening interviews at the time application. Be prepared.
- ❖ The information on this sheet frequently changes. Contact the casino office directly for current employment information.

Hollywood Casino  
711 Hollywood Blvd  
Bay St. Louis, MS 39520  
228-466-8093/8075

[www.casinomagic-batstlouis.com](http://www.casinomagic-batstlouis.com)

Must be 18 years old for food department and valet.

Isle of Capri  
151 Beach Blvd  
Biloxi, MS 39530  
228-435-5400, FAX 228-436-7830

[www.isleofcapricasino.com/biloxi/](http://www.isleofcapricasino.com/biloxi/)

18 years or older may apply

Imperial Palace  
850 Bayview Ave.  
Biloxi, MS 39530  
228-436-3000, FAX 228-436-3211

[www.ipbiloxi.com](http://www.ipbiloxi.com)

Apply in the Human Resources office on the first floor, Mon. – Thurs. 10 – 4.  
Be prepared for an interview.

Palace Casino  
158 Howard Ave  
Biloxi, MS 39530  
228-432-8888, Job Line 228-386-2205 (recording)

The job line provides a recorded list of current openings. Some positions available for those under 21.

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Beau Rivage Casino and Hotel  
916 Beach Blvd.  
Biloxi, MS 39530  
228-386-7502

[www.beaurivage.com](http://www.beaurivage.com)

Office hours Monday – Friday 8:00 to 5:00. Be prepared for an interview.

## GOVERNMENT- LOCAL

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These listings give the location of the largest county and city employment offices near CBC, Gulfport.

City of Biloxi  
 140 Lameuse St., City Hall  
 Biloxi, MS 39530  
 228-435-6259  
[www.biloxi.ms.us/employment/](http://www.biloxi.ms.us/employment/)  
 Departments – human resources  
 City of Gulfport  
 Mississippi Dept of Marine Resource  
 1422 23<sup>rd</sup> Ave., Rm 207  
 228-523-4164  
 Gulfport, MS 39501  
[www.ci.gulfport.ms.us/jobs.htm](http://www.ci.gulfport.ms.us/jobs.htm)

City of Ocean Springs  
 1018 Porter Ave, City Hall  
 Ocean Springs, MS 39564  
 228-872-3338  
[www.oceansprings-ms.gov](http://www.oceansprings-ms.gov)

Harrison County Personnel Office  
 1801 23<sup>rd</sup> Ave  
 Gulfport, MS 39501  
 228-865-4209, FAX 228-865-4041  
[www.co.harrison.ms.us/departments/personnel/](http://www.co.harrison.ms.us/departments/personnel/)

Gulfport Job Corps Center  
 3300 20<sup>th</sup> St.  
 Gulfport, MS 39501  
 228-864-9691, FAX 228-865-9691

Jackson County Human Resources  
 P.O. Box 998  
 Pascagoula, MS 39567  
 228-769-3380, FAX 228-769-3379  
[www.co.jackson.ms.us/ds/humanresources.html](http://www.co.jackson.ms.us/ds/humanresources.html)

Mississippi Department of Economic and Community Development  
 Resume Cross-Match Service Program  
 P.O. Box 849  
 Jackson, MS 39205  
 601-359-3449, FAX 601-359-2832  
[www.mississippi.org](http://www.mississippi.org)  
 Select careers

**MISSISSIPPI STATE EMPLOYMENT OFFICES**  
**Workforce Investment Network (WIN)**

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State of Mississippi Employment  
State Personnel Board  
301 North Lamar St., Suite 203  
Jackson, MS 39201  
601-359-1406, FAX 601-359-2729  
[www.spb.state.ms.us](http://www.spb.state.ms.us)

For information on how to apply for a job in state government, contact a MS State Employment office above.

**WIN Job Centers in CBC, Gulfport vicinity:**

2306 Pass Rd, Biloxi  
228-388-7997

12121 Hwy 49 North (2 miles north of I-10) Gulfport  
228-539-6800

1604 Denny Ave, Pascagoula  
228-762-4713  
Many Jackson County employers recruit through this office.

454 Hwy 90, Waveland  
228-467-9572

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**HOSPITALS**

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**Biloxi Regional Medical Center**

150 Reynoir St

Biloxi, MS 39530

Job Line: 228-436-1232, e-mail: [humanresources@selecthma-corp.com](mailto:humanresources@selecthma-corp.com)

Web page with job listings: [www.hmabrmc.com](http://www.hmabrmc.com) (career opportunities)

Applications taken Monday through Friday 9:00am to 3:00pm.

**Garden Park Hospital**

15200 Community Rd

Gulfport, MS 39503

Job line: 228-575-7101, Information: 228-575-7066, FAX: 228-575-7114

[www.gpmedical.com](http://www.gpmedical.com) (career center)

Applicants may apply for jobs Monday through Friday 8:00am to 5:00pm in main lobby.

**Gulf Coast Medical Center**

180 Debuys Rd

Biloxi, MS 39531

Job Line: 228-388-0749, Human Resources: 228-388-0257, FAX: 228-388-0368

Applicant may apply for positions Monday through Friday 9:00am to 3:30pm.

This hospital will accept applications for general positions only when the jobs are open. Anyone interested in applying for a job at Gulf Coast Medical Center should check the job line. Gulf Coast Medical Center also recruits through the Sun Herald, but does not advertise all open positions through the job classifieds.

**Memorial Hospital at Gulfport**

4500 Thirteenth St.

Gulfport, MS 39501

Job line: 228-865-3082, Information: 228-867-4000

[www.gulfportmemorial.com](http://www.gulfportmemorial.com)

Employment Services, South Bldg, 44<sup>th</sup> Ave

Applications are accepted Monday through Thursday 9:00am to 3:00pm. Job line advertises current openings.

**Ocean Springs Hospital**

3109 Bienville Blvd.

Ocean Springs, MS 39564

Employment line: 228-818-1173, FAX: 228-818-2114, e-mail:

[per@srhshealth.com](mailto:per@srhshealth.com)

Call and inquire about jobs or walk in and apply Monday through Friday 7:00am to 4:00pm. Applications are accepted for all positions and kept on file.

Singing River Hospital

2809 Denny Ave.

Pascagoula, MS 39581

Information: 228-809-5362, e-mail: [per@srhealth.com](mailto:per@srhealth.com)

[www.srhealth.com](http://www.srhealth.com)

Hours for walk-in applicants are Monday through Friday 8:00am to 3:30pm. Job listings are posted on the first floor at the personnel office.

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**CBC GULFPORT EMPLOYERS**

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Human Resources Offices – Civilian Personnel  
5200 2<sup>nd</sup> St,  
CBC, Gulfport, MS 39501  
228-871-2301  
Hours: Monday through Friday 7:00am – 3:30pm

Morale Welfare & Recreation (MWR)  
1706 Bainbridge Ave  
CBC, Gulfport, MS 39501  
Job Line: 228-871-2119, Information: 228-871-2538  
Hours: Monday through Friday 7:00am to 4:00pm

DECA  
Commissary, CBC Gulfport  
1707 2<sup>nd</sup> St  
CBC, Gulfport, MS 39501  
228-871-2039/3378  
[www.commissaries.com/inside\\_deca/HR/employment\\_opportunities.cfm](http://www.commissaries.com/inside_deca/HR/employment_opportunities.cfm)

Navy Exchange  
5303 2<sup>nd</sup> St  
CBC, Gulfport, MS 39501  
228-864-1514  
Hours: Monday through Friday 8:00am to 4:30pm

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**MANUFACTURERS/CONSTRUCTION**

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Chevron USA  
P.O. Box 1300  
Pascagoula, MS 39568  
Employment Line: 228-938-4600 [www.chevron.com/](http://www.chevron.com/)  
Call the employment line for information about job openings. Scan the Sun Herald job classifieds. Chevron does occasionally recruit through the newspaper.

Dupont  
P.O. Box 430  
7685 Kiln-Delisle Rd  
Pass Christian, MS 39571  
Employment Line: 228-255-2303 [www.dupont.com](http://www.dupont.com)  
Scan the Sun Herald job classifieds.

Northrop Grumman Ship Systems  
P.O. Box 149  
Pascagoula, MS 39568  
Employment Office, West bank of Pascagoula River, Hwy 90  
228-935-5318/3629 [www.ss.northropgrumman.com](http://www.ss.northropgrumman.com)  
Openings for apprentices and skilled workers in shipbuilding trades.

Triton Systems, Inc.  
Human Resources Dept.  
522 E. Railroad St.  
Long Beach, MS 39560  
228-575-3100, FAX 228-868-0437  
Send resume and salary history in confidence to Human Resources at above address.

Hartson-Kennedy Cabinet Tops  
10115 Loraine Rd  
Gulfport, MS 39503  
228-896-1548  
This is a production company specializing in cabinetry. Contact the Human Resource office to complete an application.

Oreck Manufacturing Company  
21180 Johnson Rd  
Long Beach, MS 39560  
228-863-7112

Roy Anderson Construction  
P.O. Box 2  
Gulfport, MS 39502  
228-896-4000  
A large general contractor in this area.

Bay Technical Association, Inc.  
Human Resources Dept.  
5239 Ave A  
Long Beach, MS 39560  
228-563-7334, FAX 228-563-7335  
[www.baytechdcd.com/employ](http://www.baytechdcd.com/employ)

Trinity Yachts  
13085 Seaway Road  
Gulfport MS 39503  
228.276.1000  
[www.trinityyachts.com](http://www.trinityyachts.com)

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**PUBLIC SCHOOLS**

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Requirements vary for each district. Contact district offices to verify requirements.

Biloxi School District  
160 St. Peters Ave  
Biloxi, MS 39530  
228-374-1810 x126, FAX 228-432-8948 [www.biloxischools.net](http://www.biloxischools.net)

Gulfport School District  
2001 Pass Rd  
Gulfport, MS 39501  
228-865-4706 [www.gulfport.k12.ms.us](http://www.gulfport.k12.ms.us)

Harrison County School District  
11072 Hwy 49  
Gulfport, MS 39503  
228-539-6500, FAX 228-539-6507 [www.harrison.k12.ms.us/](http://www.harrison.k12.ms.us/)

Jackson County School District  
12210 Colonel Vickrey Rd  
Vanceleave, MS 39565  
228-826-1757 [www.mde.k12.ms.us](http://www.mde.k12.ms.us)

Ocean Springs School District  
1600 Government St  
Ocean Springs, MS 39564  
228-875-7706 [www.ossd.k12.ms.us](http://www.ossd.k12.ms.us)

**CERTIFIED TEACHERS:** Contact the State Department of Education for information on teaching in Mississippi.

State Department of Education  
Teacher Certification  
P.O. Box 771  
Jackson, MS 39205  
601-359-3483 [www.mde.k12.ms.us/ed\\_licensure/index.html](http://www.mde.k12.ms.us/ed_licensure/index.html)

## PERSONNEL AGENCIES/SERVICES

**As you approach an employment service for placement, remember they are representing you and your skills, and always be certain you understand any "fee" agreement.**

Spherion  
2715 Bullis Ave  
Gulfport, MS 39501  
228-868-9191, FAX 228-868-8860      [www.spherion.com](http://www.spherion.com)  
Temporary to permanent positions. Clerical to light industrial work. Call to schedule an appointment.

Kelly Temporary Services  
15118 Crossroads Pkwy  
Gulfport, MS 39503  
228-831-295.1.1.1      [www.kellyservices.us](http://www.kellyservices.us)  
E-mail: [3540@kellyservices.com](mailto:3540@kellyservices.com)  
Call for an appointment and bring two forms of ID. Office, clerical, marketing, light industrial, technical work. Temporary to full time positions.

Kelly Educational Services (Substitute Teaching)  
15118 Crossroads Pkwy  
Gulfport, MS 39503  
E-mail: [3542@kellyservices.com](mailto:3542@kellyservices.com)  
228-831-2960, FAX 228-868-9407      [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com)

Labor Finders  
1223 Pass Rd, Suite B  
Gulfport, MS 39501  
228-863-5542, FAX 228-863-5552      [www.laborfinders.com/](http://www.laborfinders.com/)  
General labor, construction, service jobs in casinos.

Labor Ready  
213 Pass Rd  
Gulfport, MS 39507  
228-575-0862, FAX 228-757-0848      [www.laborready.com](http://www.laborready.com)  
E-mail: [1311Br@LaborReady.com](mailto:1311Br@LaborReady.com)  
Mainly light industrial, some clerical, housekeeping, shrimp factory. Bring resume if possible

Able Body Temporary Services  
185 Porter Ave  
Biloxi, MS 39530  
228-432-5111

Manpower Temporary Services

2219 Pass Rd

Gulfport, MS 39501

228-864-4200, FAX 228-864-0733

[www.us.manpower.com](http://www.us.manpower.com)

E-mail: [Gulfport.MS@na.manpower.com](mailto:Gulfport.MS@na.manpower.com)

Additional Location

3452 Pascagoula St., Suite 1

Pascagoula, MS 39567

228-769-8932, FAX 228-769-8087

Industrial, professional, clerical, administrative, technical work. Office training in word-processing, data entry, and customer service. Call for an appointment.

Computer training offered after 40 hours of working with Manpower.

Multi-Staffing

547 E. Pass Rd

Gulfport, MS 39507

228-896-0085, FAX 228-896-0092

[www.multistaffing.com](http://www.multistaffing.com)

E-mail: [Gulfport@multistaffing.com](mailto:Gulfport@multistaffing.com)

Must come in to register. Driver's license and social security card required.

Appointments required for clerical jobs. Apply for light industrial positions

Monday through Thursday.

Wink Engineering/Universal Personnel

10241 Boney Ave

D'iberville, MS 39530

228-435-5000, FAX 228-435-9000

[www.tonsojobs.com](http://www.tonsojobs.com) [www.winkinc.com](http://www.winkinc.com)

Places applicants with technical backgrounds. Fax a resume or call for more information.

Express Personnel Service

1455A E. Pass Rd

Gulfport, MS 39503

228-896-5600, FAX 228-896-5620

[www.expresspersonnel.com](http://www.expresspersonnel.com)

E-mail: [jobs.gulfportms@expresspersonnel.com](mailto:jobs.gulfportms@expresspersonnel.com)

Make an appointment with the staffing coordinator. Monday through Thursday

8:00am to 10:00am and 1:00pm to 3:00pm. A resume is helpful, have two forms

of ID. Clerical and light tech/industrial.

**FEDERAL GOVERNMENT**

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Dept. of Navy Civilian Human Resources [www.donhr.navy.mil](http://www.donhr.navy.mil)  
Air Force Civil Service [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil)  
Office of Personnel Management [www.opm.gov](http://www.opm.gov)  
Federal jobs worldwide [www.usajobs.opm.gov](http://www.usajobs.opm.gov)  
Army Civil Service <http://acpol.army.mil/employment/>  
Employment opportunities [www.fedworld.gov](http://www.fedworld.gov)  
w/Federal Govt.

## WEB SITES

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These web sites are provided to help you research employers on the coast. Several employers post jobs on their web sites. Web addresses are continuously changing. Use this guide as a starting point, not a destination and add to it as you find additional addresses.

Gulf Coast Help Wanted	<a href="http://www.gulfcoasthelpwanted.com">www.gulfcoasthelpwanted.com</a>
Gulf Coast Web Site (general info)	<a href="http://www.gulfcoast.org">www.gulfcoast.org</a>
Hancock Bank	<a href="http://www.hancockbank.com">www.hancockbank.com</a>
Keesler AFB	<a href="http://www.keesler.afb.mil">www.keesler.afb.mil</a>
Keesler Credit Union	<a href="http://www.kfcu.org">www.kfcu.org</a>
Mississippi Gulf Coast Community College	<a href="http://www.mgcc.edu/jobs.htm">www.mgcc.edu/jobs.htm</a>
Mississippi Press Association	<a href="http://www.mspress.org">www.mspress.org</a>
Mississippi State Personnel Board	<a href="http://www.spb.state.ms.us">www.spb.state.ms.us</a>
Nation Job Network (posts jobs for companies in Jackson County, MS)	<a href="http://www.nationjob.com/jacksoncounty">www.nationjob.com/jacksoncounty</a>
Navy Federal Credit Union	<a href="http://www.navyfcu.org/about/careers_jobs.html">www.navyfcu.org/about/careers_jobs.html</a>
Regions	<a href="http://www.regions.com/careers/index.shtml">www.regions.com/careers/index.shtml</a>
SCORE (small business advice)	<a href="http://www.score.org">www.score.org</a>
Southern Company	<a href="http://www.southernco.com">www.southernco.com</a>
Stennis Space Center	<a href="http://www.ssc.nasa.gov">www.ssc.nasa.gov</a>
Sun Herald	<a href="http://www.sunherald.com/info/jobs.htm">www.sunherald.com/info/jobs.htm</a>
Sun Herald On-line	<a href="http://www.sunherald.com/classifieds/careers.htm">www.sunherald.com/classifieds/careers.htm</a>
University of Southern Mississippi	<a href="http://www.hr.usm.edu">www.hr.usm.edu</a>
Wachovia	<a href="http://www.wachovia.com">www.wachovia.com</a>
WLOX.TV Employment Classifieds	<a href="http://www.wlox.com">www.wlox.com</a>

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