The BRIDGE program helps individuals find an alternative pathway to rewarding Civil Service careers. Selected applicants will receive on-the-job training, and complete a probationary period before transitioning to Civil Service employment. Interested? Follow these steps to start your journey to City employment with BRIDGE. Before you begin, you’ll need to identify your nearest referral agency where staff will determine your job readiness. The City of Los Angeles requires its hires to have a legal right to work in the United States. All applicants are subject to a background check. To learn more, visit lalocalhire.lacity.org.

1. **Locate your nearest referral agency at lalocalhire.lacity.org.**

2. **Make an appointment with a referral agency.**
   - The referral agency will:
     1. Determine your job readiness.
     2. Issue you a referral form if you’re job ready.
     3. Obtain completed and signed Referral Form from the Referral Agency: keep the original.

3. **Schedule an appointment at an Application Site.**
   - At the Application Site, you will:
     1. Attend the program orientation and application session.
     2. Get a referral code to apply.
     3. Submit proof of High School Diploma or Certification at the time of application OR select CASAS Test or City Aptitude Test on application.
     4. Apply for the Bridge to Jobs program OR take CASAS Test or City Aptitude Test.

4. **Submit your application?**
   - After you submit your high school diploma or certification with your application, you will receive two emails:
     1. A same-day message confirming your application was received
     2. At a later date, a message confirming your application was reviewed and either:
        - Approved: You are now in the program’s applicant pool.
        - Disqualified: The email will explain why you were disqualified and how to resubmit

   - If you select either the CASAS Test or City Aptitude Test on your application, you will receive three emails:
     1. A same-day message confirming your application was received
     2. At a later date, an email with instructions on how to take the CASAS Test or City Aptitude Test, including test date, time and location
     3. At a later date, a message confirming your application was reviewed and either:
        - Qualifying Scores: If you receive a qualifying score, you will be part of the BRIDGE Candidate Pool.
        - Non-qualifying Scores: If you did not achieve a qualifying score, your email will have information on your options.

3. **Randomly selected for hiring consideration?**
   - If you are randomly selected to be referred to a City department for hiring consideration, you’ll receive an email with instructions and will then need to:
     1. Follow the instructions to let the City department know that you are interested.
     2. Participate in a competitive selection process, which typically includes a resume review and interview.
     3. If you are made a conditional job offer, you will go through the City background/medical review process.
     4. Provide evidence that you have the legal right to work in the U.S.

4. **Selected for hire?**
   - Congratulations! You’ve been hired by a City department as a Communications Information Representative Trainee or an Inspector Trainee and will receive on-the-job training for the first six months to 5 years (depending the specific class). If you successfully complete your training:
     - You will:
       1. Advance to the Assistant Class, and enter a six-month probationary period to show you can do the job.
       2. Some Civil Service Jobs require trainees to pass a Civil Service Exam within a certain time period.

   - If you pass probation, you will receive a regular civil service appointment. You will also receive a pay increase.

**Things to keep in mind during the journey**

1. When a City department has open positions, they will request a list of referrals from the applicant pool.
2. Chosen individuals from the applicant pool are randomly selected.
3. If you are hired, your City department may assign you to wherever its greatest need is at any time.