

# ANNE ARUNDEL CAREER CENTERS



*Ensuring you have the skills to meet business expectations in Anne Arundel County.*

## FULL SERVICE CENTERS

**Annapolis Career Center**  
80 West Street, Suite A  
Annapolis, MD 21401  
410-269-4429

**Arnold Career Center**  
Arnold Station  
1460 Ritchie Hwy, Suite 207  
Arnold, MD 21012  
410-793-5635

**Arundel Mills Career Center**  
Sales and Service Training Center  
7000 Arundel Mills Circle  
Hanover, MD 21076  
410-777-1845

**Glen Burnie Career Center**  
7480 Baltimore Annapolis Boulevard  
Suite 100  
Glen Burnie, MD 21061  
410-424-3240

## LIMITED SERVICE CENTERS

**BWI Career Center**  
*(BWI Jobs only)*  
Second Floor Ticket Counter  
BWI Airport, MD 21240  
410-684-6838

**Fort Meade Career Center**  
*(for Military and Spouses)*  
Building 4432  
Fort Meade, MD 20755  
410-674-5240

**Freetown Career Center**  
*(Senior Focused)*  
7831 Huff Court  
Pasadena, MD 21122  
410-437-3052

*Services are sponsored by the U.S. Department of Labor and managed by the Maryland Department of Labor, Licensing & Regulation*

## FEDERAL BONDING PROGRAM

The Federal Bonding Program offers fidelity bonding insurance protection to employers who hire individuals considered to be at-risk or hard to place. The program is NOT a guarantee of hire. It is a business insurance policy that protects the employer in case of any loss of money, products or equipment due to employee dishonesty.

### INDIVIDUALS ELIGIBLE FOR BONDING

The worker must meet Maryland's legal age for working. The job must be for at least 30 hours per week. Workers must be paid wages with Federal taxes automatically deducted from pay. Bondable individuals include those considered at-risk or hard to place because of:

- ▶ History of Arrest, Conviction or Incarceration
- ▶ History of Substance Abuse
- ▶ Poor Credit History, i.e. Bankruptcy
- ▶ Lack of Employment History (e.g. Youth, Displaced Homemaker)
- ▶ Dishonorable Discharge from the Military
- ▶ Special Situations Requiring a Fidelity Bond

### BONDING PROCESS

The Fidelity Bonds issued under the Federal Bonding Program are insurance policies of the Travelers Property Casualty Insurance Company. The McLaughlin Company in Washington, DC is the agent managing the program nationally.

- ▶ Individuals are Issued a Letter of Eligibility for Use on Job Interviews
- ▶ Employer Hires Individual and Gives a Firm First Day of Work
- ▶ Employer Contacts the State Bonding Coordinator
- ▶ The Bond is Provider to the Employer Free-of-charge for Six Months

### BOND INSURANCE COVERAGE

It insures the employer for any type of stealing by theft, forgery, larceny, or embezzlement. The bond is for \$5,000. It **does not** cover liability due to poor workmanship, job injuries or work accidents. It is not a bail bond or court bond for the legal system. Self-employed persons cannot be covered.

### CONTACT

To determine eligibility for bonding, contact your Local Bonding Coordinator:

Glen Burnie: Andre James [ajames@dllr.state.md.us](mailto:ajames@dllr.state.md.us) 410-424-3241  
Annapolis: Lue Isaac [lisaac@dllr.state.md.us](mailto:lisaac@dllr.state.md.us) 410-269-4429

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