**Employment Services Intake Form**

**Client Full Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_**

**EDUCATION EMPLOYMENT WORK EXPERIECE SKILLS**

Current employment status:

□ Employment F/T

□ Employment P/T

□ Unemployment

□ Temporary/ Migrant Work

Current employer and position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a resume?

□ Yes

□ No

Is your resume current?

□ Yes

□ No

Recently Interviewed?

□ Yes

□ No

English Speaking Level:

□ Excellent

□Good

□ Fair

□ Poor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highest level of education:

□ K-8 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□ High School**\_\_\_\_\_\_\_\_\_\_\_\_\_**

□ College**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Last School Attended

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Highest Certificate or Degree Obtained:

□ GED/HS Diploma

□ Associates Degree

□ Bachelor’s Degree

□ Other **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PERSONAL OBSTACLES**

□ Mental Impairments

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Physical Disability

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ History of Addiction

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ELIGIBILITY TO WORK**

□ Social Security Card

□ Birth Certificate

□ Federal/ State ID Card

□ Passport

□ Driver’s License

□ Temporary Resident Card

□ US Armed Services ID Card

□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **LEGAL OBSTACLES**

□ Driver’s license issues

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Misdemeanor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Felony conviction

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TRANSPORTATION BASIC SOFT SKILLS**

Well groomed and free of odor?

□ Yes

□ Needs Improvement

Speaks Clearly with no cursing or grammatical errors?

□ Yes

□ Needs Improvement

Enthusiastic and eager to work?

□ Yes

□ Needs Improvement

Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a car?

□ Yes

□ No

Furthest distance you’d travel to work:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **EMPLOYMENT AVAILABILI**

Days of the week available:

□ Sun □ Mon □ Tues □ Wed

□Thurs □ Fri □ Sat

Hours of the day available:

□ 1st Shift □ 2nd Shift

□ 3rd Shift □ Other

 **COMPUTER SKILLS**

□ Microsoft Word

□ Excel/ Power Point/ Outlook

□Email/ Internet

Overall: □Beginner □ Intermediate

 **CAREER OBJECTIVES**

Current career objective:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potential Employers:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VETERAN?**

□Yes □ No

**ADDITIONAL NOTES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_