

Name: _____
 Phone: _____ Email: _____
 Referring Agency: _____

Participation with any other programs/partners

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Vocational Rehabilitation | <input type="checkbox"/> KY Migrant/Seasonal Farmworkers Program | |
| <input type="checkbox"/> Veteran's Affairs | <input type="checkbox"/> Native American Program | <input type="checkbox"/> Career Development Office/Wagner-Peyser | |
| <input type="checkbox"/> TAA/TRADE | <input type="checkbox"/> Older Workers SCSEP | <input type="checkbox"/> Job Corps | |
| <input type="checkbox"/> Other: _____ | | | |
| <input type="checkbox"/> TANF | <input type="checkbox"/> HUD Housing | <input type="checkbox"/> SNAP | <input type="checkbox"/> Worker's Comp |
| <input type="checkbox"/> Community Action | <input type="checkbox"/> SSI | <input type="checkbox"/> Medicaid | <input type="checkbox"/> Foster Care |
| <input type="checkbox"/> Other: _____ | | | |

MILITARY SERVICE

Veteran Status: _____ Military Branch: _____
 Date Enlisted: _____ End Date: _____
 Access to DD214: _____
 Staff Comments:

EDUCATION

High School Diploma Yes No GED Yes No
 Additional School/Training: Some College Trade School Job Corps
 Associate Degree Bachelor's Degree Graduate Degree
 Other: _____
 Post-Secondary School Attended: _____
 Names of any degrees/certifications/Licenses awarded: _____
 Currently enrolled in school/training? Yes No
 If so, what is the name of the school, program of study, and expected graduation date? _____
 Seeking Education Guidance? Yes No
 If so, please explain?
 Reason for Interest in this Field: _____

Education Factors/Barriers:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Basic Skills Deficient | <input type="checkbox"/> Behind Grade level for age | <input type="checkbox"/> High School Dropout | <input type="checkbox"/> Lacks computer skills |
| <input type="checkbox"/> Reading below 9 th grade | <input type="checkbox"/> Language below 9 th grade | <input type="checkbox"/> Math below 9 th grade | <input type="checkbox"/> Needs FAFSA |
| <input type="checkbox"/> Pell Grant | <input type="checkbox"/> Monetary Award Program | <input type="checkbox"/> Currently enrolled in ABE, Literacy, ESL | |
| <input type="checkbox"/> Needs interpretation services Primary language spoken at home: _____ | | | |

Comments:

EMPLOYMENT

Employment History:

Employer: _____ Job Title: _____

Start Date: _____ End date: _____

Job Duties:

Salary: \$ _____ Per: Hour Month Year

Reason for Leaving:

Employer: _____ Job Title: _____

Start Date: _____ End date: _____

Job Duties:

Salary: \$ _____ Per: Hour Month Year

Reason for Leaving:

Employer: _____ Job Title: _____

Start Date: _____ End Date: _____

Job Duties:

Salary: \$ _____ Per: Hour Month Year

Reason for Leaving:

Employer: _____ Job Title: _____

Start Date: _____ End Date: _____

Job Duties:

Salary: \$ _____ Per: Hour Month Year

Reason for Leaving:

Employment Interests:

Field of interest? Construction Manufacturing Healthcare Transportation, Distribution, and Logistics
 Other: _____

Specific Job Title of Interest: _____

Reason for Interest in the Above Listed Position: _____

Spoken with anyone in this field? Yes No

What does client know about this field? _____

Does client know skills, experience, education required for this field? Yes No

If so, what do they know? _____

Review of LMI: _____

Shift Preference: 1st 2nd 3rd Split Any Desired Salary: \$ _____

Longest commuting distance willing to travel:

Benefits needed: Medical Dental Vision Daycare Vacation Sick Leave
 Other: _____

Job Search/Career Planning Assistance Needed: Yes No

Steps taken so far to obtain employment: _____

Taken Interest Inventory: Yes No

If yes, which ones?

	<u>Name of Test:</u>	<u>Results:</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Employment Factors/Barriers

- Access to phone Access to email Transportation Childcare Single Parent
- Interview Clothing Uniform Work Attire Lacks Tools/Equipment Gaps in employment
- Job hopping Lacks Work History Restricted Work Schedule Unrealistic Wage
- Restricted Commuting Distance

Comments: _____

Employment Skills: Strengths

- Punctual Problem Solving Hard worker Cooking Skills Academics Computer skills
- Clerical/Office Skills Likes to Help Others Cleaning skills Leadership/Supervising Skills
- Building skills Motivated Working with Kids Organized Typing (____ WPM)
- Quick Learner Multitask Good with Animals Dependable Budgeting/Math skills
- Mechanic Skills Good Listening Skills Good Communication Skills

Additional Hard Skills:

Additional Essential Skills:

Additional Transferrable Skills:

Comments:

TRANSPORTATION

Factors/Barriers:

- Driver's License: Yes No Valid Restrictions Suspended Driving Offenses
Vehicle Insurance: Yes No

Endorsements:

- Tankers Double/Triple Trailers Hazardous Material Motorcycles Passenger Vehicles
- City Government Vehicles Private Vehicle Class School Bus Combination of Tanker and Hazmat

Automobile:

- Owns Automobile Access to Dependable Auto Access to Public Transportation Cannot Afford Gas

Comments:

FACTORS THAT AFFECTED PREVIOUS EMPLOYMENT:

- Clear Decision-Making Inability to Multitask Issues with Co-workers Punctuality Negative Attitude
- No Clear/Defined Goals Issues with management Health Issues

Comments:

LEGAL:

- No arrests Formerly Incarcerated On Probation On Parole Work Release
- Wage Garnishment Court Ordered to Pay Child Support

Convictions:

- Misdemeanor Felony Both Felony and Misdemeanor

List Convictions:

	<u>Conviction:</u>	<u>Date:</u>	<u>Status:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Comments:

HEATH/BEHAVIORAL OBSERVATIONS

Health:

- Lacks Medical Insurance Cannot Afford Medication Disclosed Disability Needs Glasses
- Pending Surgery/Medical Leave Employment restrictions Reasonable accommodations required

Behavior:

- Demonstrates Low Self-Esteem Demonstrates Behavioral Problems

Substance Abuse:

- In Recovery Seeking Treatment Referral Failed Drug Test Recently

Tasks that are difficult to perform independently:

- None Talking Public Speaking Interacting with Others Seeing Hearing
- Using Hands Sitting Standing Learning/thinking Walking

Needed to participant in program or be employed:

- None Personal Coaching Audiotaped Material Flexibility Material in Braille
- Materials in Large Print TTY/Text Display Device Meeting Reminders Note taker
- Wheelchair Accessible Facilities Screen Magnifier Screen Reader Interpretation
- Materials in Electronic Format Videophone

Comments:

LIVING ENVIRONMENT

Housing:

- Homeless At Risk of Being Homeless Resides in Public Housing Residing in shelter
 Living in Halfway/Recovery House Rents Home Possible Eviction Living alone
 Living with family Needs Utility Assistance Owns Home Living in high risk family situation
 Lacks Family Support Victim of Domestic Violence

If living with family, shelter, recovery home, etc. is there a time limit on how long you can live there? Yes No

Comments:

Economic Financial Factors/Barriers:

- Bankruptcy Poor Credit/Bad Debts Inability to be Bonded Needs Financial Literacy Counseling
 Has a Budget

Comments:

SOFT SKILLS

Resume:

- Acceptable Resume Resume Needs Revisions Resume in Focus Access to Print Resume
 Transferrable Skills Listed on Resume No Resume Accomplishments Listed on Resume
 Understands How to Complete Resume Online Understands Emailing Resume and Attaching Files

Interview Skills:

- Positive/Negative Attitude References Knows What Questions to Ask Interviewer Handshake
 Appearance/Hygiene Issues Researched Company & Knows How to Research
 Can Verbally Explain Work Experience and Skills Communication Skills Need Improvement

Application Completion:

- Knows How to Complete an Application Online Has an Application Template Prepared Neatness
 Knows How to Address Sensitive Issues on Application (i.e. Criminal Record) Lacks Thoroughness
 Difficulty summarizing skills/work history

Summary
of Resume,
Interview
Skills,
Application: