

Date	
Name	
Mailing Address	
E-Mail	
Home Phone	
Cell Phone	
Age/Date of Birth	

What kind of career guidance are you looking for? (for example: finding work that matches your skills and background, finding a career that is in demand, questions on wages for a job or career) \_\_\_\_\_

\_\_\_\_\_

What do you really need from your job?

\_\_\_\_\_

What are your career or work goals? (for example: finding a job immediately, retraining for a new career, on-the-job training) \_\_\_\_\_

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(Look for another job, Retirement, Retrain for a new career)

\_\_\_\_\_

Are there other current issues or challenges that may impact your current interest in your career or work goals? (for example: family, health, relocation considerations)

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Please describe your disability as it relates to your ability to perform the work you desire and describe any reasonable accommodations you know you will need.

\_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested or convicted of a crime? \_\_\_\_\_



Can you tell me how you would perform your job? \_\_\_\_\_

Are you a veteran? Yes \_\_\_No\_\_\_

Are you entitled to veteran's preference points? \_\_\_\_\_

What level of education do you have?

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Please list the jobs, titles and employers you have had in the last few years?

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What are your desired income or benefit requirements for employment? If you have any restrictions on how much you want to earn, please explain?

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Please tell me the skills you possess as an employee or as a volunteer?

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If you had the perfect job or vocation, what would that job be like?

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What type of job are you looking for? (please check)

- |   |  |
|---|--|
| <input type="checkbox"/> Executive/Managerial | <input type="checkbox"/> Professional                |
| <input type="checkbox"/> Sales                | <input type="checkbox"/> Technical/Paraprofessional  |
| <input type="checkbox"/> Skilled Craft        | <input type="checkbox"/> Secretarial/Office/Clerical |
| <input type="checkbox"/> Service Worker       | <input type="checkbox"/> Operative                   |
| <input type="checkbox"/> Laborer              | <input type="checkbox"/> Other (explain) _____       |

What hours do you want to work?

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What type of work environment would you enjoy the most? (for example: Are you more comfortable with close supervision? Do you like having the option of prioritizing your own work? Do you like fast paced work or prefer a slower pace?)

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Do you prefer to work independently or as part of a team?

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What type of office environment do you want to work in? Do you like quiet? Do you need to be near a window?

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How will you get to a job? Will you need transportation assistance?

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What are your immediate or short-term work goals?

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Where do you see yourself in 3-5 years in your success with your career or vocational goals?

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Is there any special training you would like to receive? (for example, computer training or leadership training)

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What job search skills do you have now and what skills would you like to learn or refresh? (please check)

Resume Writing  
 Interviewing Skills  
 Networking Skills

Re-branding Skills  
 Financial Planning  
 Change Management