

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) _____

(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)

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?

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

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

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

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

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?

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?)

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

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

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

What are your immediate or short-term work goals?

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

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

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