



A proud partner of the AmericanJobCenter® network

Contents

- Get Started 1
- Your Interests 2
- Training 3
- Education 4
- Work History 5
- Employment Availability 6
- Additional Job Requirements: 7
- Travel..... 7
- Demographic Information..... 8
- Other Considerations 9

Welcome!

We are excited that you have taken the first step to working with us to find a job that is right for you!

We will help you for free, but first we need to get a few simple but important papers. Please bring everything checked below. If you cannot get all these papers, give us a call _____ . We will help you.

Remember, before we can give you our free services, you must bring everything checked.

- | | | | |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> List | <input type="checkbox"/> List | <input type="checkbox"/> List | <input type="checkbox"/> List |
| <input type="checkbox"/> List | <input type="checkbox"/> List | <input type="checkbox"/> List | <input type="checkbox"/> List |
| <input type="checkbox"/> List | <input type="checkbox"/> List | <input type="checkbox"/> List | <input type="checkbox"/> List |

Get Started

It is useful to identify your goals and how you want your life to be once you are working. It will help you stay motivated. List five ways your life would be better if you had a higher level of income.

- 1.
- 2.
- 3.
- 4.
- 5.

Do you any situations that that need to be planned around? Select all that apply.

- I have a disability that makes it hard for me to do certain things.
- I am legally blind.
- I am pregnant.
- I have children and would need help getting childcare.
- I provide care to someone and need to make sure that person is cared for while I am at work or in training. If yes, do you need help with the following:
 - Caring for an elderly relative
 - Caring for a child or relative with a disability
- I have criminal charges pending.
- I need help overcoming a substance abuse problem.
- I have been a victim of domestic violence.
- I am concerned about my child's safety from bullying, violence or a similar issue.
- I need a permanent place to live.
- I need help with some family issues that I am dealing with.
- I am having a difficult time paying my bills. If yes, do you need help with any of the following?
 - Utility bills
 - Getting enough food to eat
 - The cost of health services
 - Other:
- I am between 16-24 years old. If yes, answer the following questions.
 - Are you currently in school (answer "yes" if you are enrolled in school but just on a scheduled school break such as spring break, summer, or on a holiday schedule)? Yes / No
 - Are you in foster care? Yes / No
 - Have you aged out of foster care? Yes / No

Your Interests

Find a job or training program that fits your skills, interests and goals.

Do you know job or career that you are interested in? If not, you can take a survey to find careers that match your skills and interests.

Career path choice 1 _____

Career path choice 2 _____

Career path choice 3 _____

Skills & Interest Surveys

<http://www.illinoisworknet.com/explore/Pages/SkillandInterestSurveys.aspx>

Explore Careers

<http://www.illinoisworknet.com/ExploreCareers>

What type of work are you interested in doing? *Select all that apply.*

- Technical (example: Perform mechanical, information technology, mathematical, or scientific tasks.)
- Management (example: Organize and lead others to reach a common goal.)
- Craftsmen/Foreman (example: Perform a trade or handicraft.)
- Service (example: Cares for or provides services to others.)
- Farm/Other Labor (example: Raise crops/animals or perform physical work.)
- Clerical (example: Perform general office duties.)
- Sales (example: Sell products/services.)
- Other

Which best describes your situation: *Select all that apply.*

- I would need training to get a job in this field.
- I need to update my skills in order to get a job in this field.
- I already have training in this field and just need help getting a job. *(Skip to the Education History section.)*
- I already have work experience in this field and just need help getting a job. *(Skip to the Work History section.)*

Training

If you are interested in getting training, complete this section.

To help know what type of training that you are looking for, we have a few questions.

What type of training would be best for you? *Select all that apply.*

- Classroom instruction
- Training that I get while on the job (like OJT, apprenticeship, work experience)

What length of time are you willing or able to be in training? *Select one.*

- 3 months or less
- 3 to 6 months
- 6 months to a year
- Over a year

Are you interested in full or part time training? *Select all that apply.*

- Full time training
- Part time training

Which of the following are you most interested in attending? *Select all that apply.*

- A refresher course
- A short certificate program
- A program that leads to an associate degree
- A program that leads to a bachelor's degree
- A program that helps me to get a license in my field
- A program that moves me from apprentice to journeyman to master
- Learning on the job



A proud partner of the AmericanJobCenter® network

Have you already researched schools and/or programs in your field of interest?

- Yes
- No

Do you know who in our area provides training in this field?

- Yes
- No

Financially, would you need to work while in training?

- Yes
- No

Which of these steps have you already taken? *Select all that apply.*

- Researched career, wages and trends
- Researched schools and in the area
- Applied to a school. (name of school: _____)
- Start training already
- Have researched or applied for financial aid or a scholarship
- Other _____

Education

Tell us a little about your educational and training history.

What languages do you speak fluently? *Select all that apply.*

- English
- Spanish
- Other: _____

What is your highest level of education? (examples: 5th grade, High School Sophomore, High School Diploma, GED, College Freshman, Associates Degree, Bachelor's Degree, etc.) _____

Do you have more degrees, certificates, licenses or credentials?

Title	Date Earned	Certificate Type



A proud partner of the AmericanJobCenter® network

If you have a degree, certificate, license or credential:

Do you have work experience in the field that you trained in?

- Yes
- No

If yes, can you still perform the job you have been trained in?

- Yes
- No

Work History

Tell us about your work history.

What is your current employment status? *Select one.*

- I have not worked before. This will be my first job. *(Skip work history questions.)*
- I am employed.
- I am employed but I have received a notice of termination/layoff.
- I am unemployed and I have been actively looking for work.
- I am unemployed but I have not been actively looking for work.

Employer Name/Address/Phone	Start/End Dates	Job Title & Duties	Hours per week	Why does this job meet (or not meet) your needs? OR What was your reason for leaving?

Thinking of your prior jobs, which one did you like the most?

Thinking of your prior jobs, which one did you like the least?

Thinking of your prior jobs, what work related skills did you learn? (For example: operate machinery, use a computer, customer service, drive a forklift)

Are there any of the jobs that you worked before that you would like to do again?

- Yes
- No

(If yes, which ones? _____)

Employment Availability

What are your immediate goals for employment? *Select one.*

- Full time employment
- Part time employment
- I want to go to training and then find a job once I complete my training.
(If they don't want to work right now, skip the following questions)
- I am not sure that I want to work right now.
(If they don't want to work right now, skip the following questions)

What schedule are you willing to work? *Select all that apply.*

- Day time
- Evening
- Night shift
- Week days
- Weekends

On a scale of 1 (not important) to 10 (very important), how important is it to you to find a job as soon as possible? _____

How soon can you begin looking for work? *Select one.*

- Today
- Next week
- Two weeks from now
- A month from now
- Longer than a month from now
- Other _____

What steps have you taken already to look for work? *Select all that apply.*

- I have started or completed my resume.
- I have looked for jobs online.
- I have applied for positions.
- Other: _____

Are you authorized to work in the United States?

- Yes
- No

Additional Job Requirements:

Many employers in our area will require a drug test and/or background check.

Will you be able to pass a drug test? *Select one.*

- Yes, I am drug free and can pass a drug test.
- Yes, I have been drug free for at least 30 days.
- I would need to make some changes to pass a drug test.
- I want to be able to pass a drug test but I need help.
- I am not interested in any career or employer that will require a drug test.

Many employers will do a complete background check on a new employee. *Select all that apply.*

- An employer would find nothing on my background check.
- I have a non-violent felony conviction that might appear.
- I have a violent felony conviction that might appear.
- I have a misdemeanor conviction (other than a traffic violation) within the past 7 years that might appear.
- I have been on probation at any time in the past 10 years.
- I am registered on the sex offender registry.
- I am not interested in careers or employers that require a background check.

Travel

How will you get to a training or work site? *Select all that apply.*

- I own a car.
- I can get a ride.
- I take the bus.
- I can take a train/subway.
- I have no reliable transportation options.
- Other: _____

How far would you be willing to travel to get to a training or to a work site? *Select one.*

- Less than 5 miles
- Between 6 and 15 miles
- Between 16 and 25 miles
- 26 miles or above

Concerns that I have about getting to and from a training or work site include: *Select all that apply.*

- The cost of transportation.
- The time it takes to travel.
- Public transportation schedules.
- My car is not reliable. It needs repairs.
- I do not have valid driver's license.
- I do not have car insurance.
- Other

Demographic Information

What is your address?

Street 1 _____

Street 2/P.O. Box _____

City, State, Zip code: _____

What is your email and phone number and what is the best way to contact you?

- Email: _____
- Phone: _____ Text: _____
- Social Media Type (e.g. Facebook, etc.): _____ User name: _____

Who is your emergency contact?

Name _____

Relationship: _____

Email _____

Phone _____

Ethnicity *Select all that apply.*

- White
- Hispanic
- Asian
- Hawaiian or Pacific Islander
- Black/African American
- American Indian or Alaskan Native
- Other _____
- I prefer not to answer

Military Status: *If you are 18 or older, select all that apply.*

- Active Military
- Recently Separated Veteran
- War or Combat Veteran
- Retired Veteran
- Disabled Veteran
- None

Other Considerations

What is the heaviest load that you could lift in the workplace? *Select one.*

- 55 pounds
- 50 pounds (a bale of hay = 50 pounds)
- 30-40 pounds (5 gallons of water = 40 pounds)
- 25 pounds (an average 2-year-old = 25 pounds)
- Less than 25 pounds

What is the longest amount of time that you could stand upright in the workplace? *Select one.*

- 8 hours
- 6 hours
- 4 hours
- 2 hours
- Less than 2 hours

Are you able to sit for long periods of time? *Select one.*

- Yes
- Yes, but I need to get up and move around from time to time.
- No

Which of these tests do you think you would be able to pass? *Select all that apply.*

- Tuberculosis (TB) Test
- Hepatitis Screening
- I cannot pass any of these tests

Appearance: *Select one.*

- I am willing to have natural colored hair and make-up.
- I do not have tattoos, or I am willing to cover my tattoos during work hours.
- I am NOT willing to have natural hair color/make-up or cover my tattoos.

Taste/Smell: *Select one.*

- I can tolerate cooking smells including unpleasant smells.
- I can taste foods I prepare.
- I am NOT able to taste foods or tolerate cooking smells

Do you have 3 or more motor vehicle tickets/instances (excluding parking tickets) in the past three years? *Select one.*

- Yes
- No