



GUEST INTAKE AND SKILLS FORM

NAME		
ADDRESS		
CITY/STATE		
PHONE NUMBER(S)	Home:	Cell:
EMAIL		
DATE OF BIRTH (Optional)		

(Circle those that apply) Referred By:

Area Church	Friend	Family
Local Library (workshop/email)	Employer	Food Bank (Love Inc)
Social Media – Facebook, Linked In	Newspaper	Radio

Would you like to follow us on Facebook? Yes No

(You can like and follow our Facebook Page by Searching for us on Facebook at Job Seekers St. Pat's)

When did you become unemployed/under-employed? _____

Are you receiving unemployment compensation? Yes No

Do you have any additional details or barriers to employment? (Circle those that apply)

- Child Care/Elder Care Responsibilities
- Criminal Record – include misdemeanor or felonies
- Disability
- Housing
- Lack of computer skills
- Limited transportation (bicycle, bus, walk, friend/relative)
- No driver's license/restricted driver's license
- No Transportation
- No work experience
- Some work experience, but not doing what I really want to do
- Unsure how to look for a job, fill out application, interview
- Veteran

Initial Intake Staff Signature

Date

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I can provide (If asked):

- Birth Certificate
- Driver's License
- Passport
- Picture Identification
- Social Security Card
- Volunteer Time

I would like a job where I can:

- Work outside
- Work inside
- Work with People
- Work on my own with instructions

I would like a job in:

- | | |
|--|--|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Machining (Other) |
| <input type="checkbox"/> Auto / Truck / Repair | <input type="checkbox"/> Marketing Public Relations |
| <input type="checkbox"/> CNC Machine | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Driver | <input type="checkbox"/> Quality/ Inspection |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Receptionist / Secretary / Clerical |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Retail / Store Clerks / Cashiers |
| <input type="checkbox"/> Graphics / Computer/ IT | <input type="checkbox"/> Sales / Customer Service |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Heavy Equipment | <input type="checkbox"/> Telemarketer |
| <input type="checkbox"/> Home Construction | <input type="checkbox"/> Warehouse/ Stock |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Welding |

I have (or have had) a License or Certificate in (not drivers license)

I have worked or am skilled at:

Assembly or Read

- Automobile
- Blueprints
- Calipers
- Case Goods
- Furniture
- Gauges
- Parts - Large
- Parts -Small
- Ruler
- Schematics
- Voltmeters
- Wiring Diagram

Cashier

- Calculate Change
- Grocery Store
- Retail Store

Clerical

- Coding
- Computers
- Copy Machine
- Customer Service
- Fax Machine
- Filing
- Phones (Multi-Line)
- Scanner
- Typing

Community Services

- Activity Director
- Adult Foster Care
- Childcare
- Elderly Care
- Fire and Rescue
- Job Coach
- Paramedic/ EMT
- Police/Public Safety
- Respite Care
- Social Worker
- Volunteer

Construction

- Carpentry
- Cleanup
- Drywall
- Electrical
- Framing/ Roofing
- Heating / Cooling
- Plumbing
- Trim / Finish

Custodial

- Floor Machines
- General Housekeeping
- General Janitorial
- Hospital Housekeeping

Driving

- Bus/ Taxi
- Delivery
- Local
- Over the Road
- Van

Education

- Assistant / Aide
 - o Bus
 - o Classroom
 - o Individual Health
 - o Lunch
 - o Media
 - o Playground
- Crossing Guard
- Specialist / Itinerant
- Teacher
 - o Early Childhood
 - o Elementary
 - o Secondary
 - o Special Education

Engineering

- Chemical
- Civil
- Electronics / Electrical
- Mechanical
- Plant/Facility

Finance

- Accounts Payable - AP
- Accounts Receivable - AR
- Billing
- Cost Accounting
- General Accounting
- Lender Relations
- Member Relations
- Payroll
- Teller

Food Service

- Cook
- Dishwasher
- Food Prep
- Hospital / Nursing Home
- Host/Hostess
- Waiter/Waitress

Health Care

- Certified Nurse's Assistant
- Laboratory Technician
- Licensed Practical Nurse
- Phlebotomist
- Radiological Technician
- Registered Nurse

Heavy Equipment

- Backhoe
- Dozer
- Front End Loader
- Grader
- Paver
- Shovel
- Spreader
- Trencher

Human Resources

- Compensation
- Government Regulations Compliance
- Insurance & Benefits
- Labor Relations
- Outplacement
- Recruitment/Placement
- Training

Information Technology

- Database Administration
- IT Management
- MS Office
- Network Administration
- Programming
- Social Media
- Web Design

Landscaping

- Chemical Application
- Cutting /Trimming
- Horticulture
- Irrigation
- Landscape Design
- Leaf / Snow Removal

Machine Operation

- CNC Machine
- Grinder
- Lathes
- Machinist
- Mill
- Molding
- Press
 - Brake
 - Drill
 - Punch
 - Sheer
- Saw
 - Band
 - Table
- Tool & Die

Painting

- Air Brush
- Booth
- Electrostatic
- Hand / Brush
- Powder Coat

Sales / Marketing

- Advertising
- Cold Call
- Direct Sales
- Inside Sales
- Market Research
- Multi-Media
- Outside Sales
- Public Relations
- Retail
- Route
- Sales Management
- Telemarketing
- Wholesale

Maintenance

- Building / Facility
- Electronics
- Machine

Repair

- Appliance
- Auto / Body
- Auto / Engine
- Bike
- Electronic
- Heavy Equipment
- Small Engine

Warehouse / Stock

- Hi-Lo Operator
- Inventory
- Packaging
- Shipping / Receiving
- Stock Handling

Manufacturing

- Plant / Operations Mgmt.
- Procurement/Purchaser
- Production Inventory Control
- Quality Control
- Supervisor
 - General
 - Maintenance
 - Production
 - Quality Control
 - Tool Room

Retail

- Assistant Store Manager
- Buyer
- Department Supervisor
- Sales Associate
- Store Manager

Welding

- Arc
- Gas
- MIG
- Pipe
- Spot
- TIG

Other skills (not listed above):
