



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

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Initial Intake Staff Signature

Date

## GUEST INTAKE AND SKILLS FORM

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

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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)

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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):
