



The Job Connection
Intake & Life Plan

Name:	Date:
Address:	Social Security Number:
City: <u>Seattle</u> State: <u>WA</u> Zip Code:	Birth date:
Telephone:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
For office use only. Do not write in the shaded area.	E-mail address:
Section 3 eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, tier assignment: <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3 <input type="checkbox"/> Tier 4	Driver's License Information: Number: _____ Class/type: _____ Expiration Date: _____

How did you hear about The Job Connection? _____

Ethnicity:

- African/East African
- African American
- Asian/Pacific Islander
- Native American
- Hispanic
- Caucasian
- Biracial/multiracial
- Other _____

Status Information:

- U.S. Citizen
- Have I-94 status/Green card
- Current Union Member (Local)
- War Veteran
- Immigrant/refugee
- Individual with a disability
- Health concern that may impact my employability
- Language(s) spoken: _____

Monthly Income:

- Wages _____
- TANF \$ _____
- EBT (food) \$ _____
- SSI/SSDI/SSA \$ _____
- Child Support \$ _____
- General Assistance \$ _____
- Friends/Family \$ _____
- Unemployment \$ _____
- Spouses Income \$ _____
- Medical coupons \$ _____
- None

Residential Status:

- Section 8/Housing Choice Voucher holder
- HOPE VI relocated
- Family Community --Yesler Terrace, Rainier Vista, New Holly, High Point
- Scattered Site _____
- Living with parents/guardian
- Living with an SHA resident
- Market rate housing
- Homeless
- Not an SHA resident (rent or own in local community)
- Other _____

Total Monthly Income: \$ _____

Household:

There are _____ members in my family:

Name	Relationship to me	Birth Date

I want to learn These Job Seeking Skills:

- Create or update my resume
- Practice / Learn interviewing skills
- Learn how to complete job applications
- Learn how to write a thank you letter
- Learn how to write a cover letter
- Set up an e-mail account
- Learn how to use a computer for job search
- Help in finding a job or job leads

Before I Start a Job I Need to:

- Find childcare for my child (ren)
- Buy clothes that are appropriate for interview / job
- Get a Washington State Driver's license
- Get insurance for my car
- Take care of medical / health issues
- Learn bus routes and schedules
- Resolve pending legal issues
- Take classes in _____

Education (Highest level achieved)

- No formal education
- Elementary school
- Some high school—no diploma
- High school graduate or equivalent
- Trade/Technical/Vocational school
- Some college (no degree)
- College graduate
- Advanced degree

Employment History:

- No work experience/work history
- Work experience outside of the U.S.
- Employed for five months or less on jobs
- Worked for temp agencies
- Cash based employment
- Self-employed/business owner
- Dislocated worker
- Established work history of at least three years

My Goals Are To:

- Get a job as a (n): _____
- Get a GED / Diploma
- Get job training
- Prepare for college
- Start my own business

I Already Have These Skills / Certifications:

- A high school diploma / GED
- A college degree in: _____
- Experience as: _____
- Training in: _____
- Other: _____

I Want These Services:

- Short term training as _____
- Earn a diploma or G.E.D.
- Childcare for _____ child(ren)
- Referral/voucher for clothing
- Interpreter/translation assistance
- A new or updated resume access
- Interview skills training

I Want to Know More About:

- Business ownership training and support
- Energy assistance programs
- Food assistance programs
- Transportation assistance
- Free computer
- Rent assistance
- Youth/Family Services and Support programs

Have you ever been convicted of a felony or misdemeanor? Yes No
 If yes, which? (Answering these questions will not bar you from receiving services): Misdemeanor Felony
 If you answered "yes", please explain: _____

Employment History: Start with your present or most recent jobs in the past ten years. Provide as much information as possible. This form will be used to help develop your resume.

Employer:	Employed From: _____ To: _____
Address:	Hourly wage: \$ _____
Telephone:	Job Title:
Supervisor:	Job duties:
Reason for leaving:	
Employer:	Employed From: _____ To: _____
Address:	Hourly wage: \$ _____
Telephone:	Job Title:
Supervisor:	Job duties:
Reason for leaving:	
Employer:	Employed From: _____ To: _____
Address:	Hourly wage: \$ _____
Telephone:	Job Title:
Supervisor:	Job duties:
Reason for leaving:	

Education:

Level	School Name	Location	Dates Attended	Diploma/Degree
High School				
Technical College				
College/University				
Other Training				

References: List three references:

Name	Length of Acquaintance:
Address:	Business or Occupation:
Telephone:	E-mail:
Name	Length of Acquaintance:
Address:	Business or Occupation:
Telephone:	E-mail:
Name	Length of Acquaintance:
Address:	Business or Occupation:
Telephone:	E-mail:

By signing this agreement, I understand that my employment information will be shared with the Seattle Housing Authority to verify my compliance with any and all work requirements, if applicable. I assert that the information provided in this document is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Staff Signature: _____

Date: _____

High Point 6400 Sylvan Way SW Seattle, WA 98126 (206) 937-3292	Lake City Way 12546½ 33 rd Ave NE Seattle, WA 98125 (206) 363-1471	New Holly 7058 32 nd South Seattle, WA 98118 (206) 760-2709	Rainier Vista 4410 29 th Ave. S #2 Seattle, WA 98108 (206) 722-4010	Yesler Terrace 825 Yesler Way Seattle, WA 98104 (206) 344-5837
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Do Not Write Below This Line. For Office Use Only

Referral For:

- Adult Work Experience
- Childcare
- Clothing
- Education / tuition / books
- Food
- Homeownership
- Job training
- Utility Assistance

To Agency:

- ACRS
- CAMP
- Community College _____
- DSHS
- IDHA
- Neighborhood House
- Refugee Women's Alliance (ReWA)
- YWCA / Dress for Success

Assessment (Grant required):

Assessment Given:	Assessment Outcomes:

My Life Plan goals:

Date	Objective	Due Date	Outcome / Results	Resources