



**Seattle Housing Authority**  
 The Job Connection  
*Good Jobs, Good Business, Great Communities*  
**Intake Form**

Name:	Date:
Address:	Social Security Number:
City: <b>Seattle</b> State: <b>WA</b> Zip Code:	Birth date:
Telephone:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>For office use only. Do not write in the shaded area</b>	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? \_\_\_\_\_

*Check all boxes that apply to you and the services that you are seeking*

**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 \$ \_\_\_\_\_
- Pension/retirement \$ \_\_\_\_\_
- None
- Total Monthly Income: \$ \_\_\_\_\_**

**Residential Status:**

- Section 8/Housing Choice Voucher holder
- HOPE VI relocated
- Family Community --Yesler Terrace, Rainier Vista, NewHolly, 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 \_\_\_\_\_

**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

**I Want These Services:**

- Short term training as \_\_\_\_\_
- Placement in a job of my choosing
- Earn a diploma or G.E.D.
- Childcare for \_\_\_\_\_ child(ren)
- Budgeting/money management
- Referral/voucher for clothing
- Transportation assistance
- Free computer access
- Interpreter/translation assistance
- A new or updated resume
- Interview skills training
- Learn how to write a cover letter

**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

**I Want to Know More About:**

- Business ownership training and support
- Domestic violence programs
- Energy assistance programs
- Food assistance programs
- Free tax filing
- Health care services
- Individual Development Accounts (IDA)
- Rent assistance
- Substance abuse programs
- Tenant Trust Accounts
- Working Wheels
- Youth/Family Services and Support programs

Are you currently employed?     Yes     No

If yes, please complete the employment information below:

Employer	Job Title	Hours per Week	Hourly Wage
			\$

**Availability:**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Shift Desired:**

- Mornings/early afternoon
- Afternoon/early evening
- Evening to late night
- Overnight
- Split shift
- No preference

**Desired Location:**

- Downtown Seattle
- North Seattle
- South Seattle/Rainier Valley
- Central Seattle
- West Seattle
- Outside of Seattle
- No preference

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				

**Volunteer Experience and Activities:** You may exclude activities that disclose race, color, national origin, gender, age, religion, marital status, sexual orientation, veteran status or disability.

Organization	From:	To:	Duties and Responsibilities

**References:** List three people who are willing to act as a reference for you. Include their address and day time phone number.

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

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

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

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: \_\_\_\_\_

<b>The Job Connection High Point</b> 6558 35 <sup>th</sup> Ave SW Seattle, WA 98125 (206) 937-3292	<b>The Job Connection Lake City Way</b> 12546½ 33 <sup>rd</sup> Ave NE Seattle, WA 98125 (206) 363-1471	<b>The Job Connection NewHolly</b> 7058 32 <sup>nd</sup> South Seattle, WA 98118 (206) 760-2709	<b>The Job Connection Rainier Vista</b> 4410 29 <sup>th</sup> Ave. S #2 Seattle, WA 98108 (206) 722-4010	<b>The Job Connection Yesler Terrace</b> 825 Yesler Way Seattle, WA 98104 (206) 344-5837
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