

**CUSTOMER COMMON
 INTAKE FORM**

Contact Information:

Name (First, Middle, Last) _____

Address _____

City or County and Zip code of Residence _____

Are you homeless? (circle one) Yes No

Phone (daytime, evening, mobile) _____ Email _____

Best way to contact you (circle one) Phone: Daytime Evening Mobile Email _____

How did you hear about us? (Please circle)

Friend Family School Referral Library Job Fair Brochure Newspaper Internet Business Services

Other (please specify) _____

Identifier Information:

Last 4 digits of Social Security Number _____ Date of Birth _____

Are you? (circle one) Male Female

Are you a U.S. Citizen? (circle one) Yes No

Ethnicity- Check all that apply: Asian ___ African American ___ Caucasian ___ Hawaiian ___ Hispanic ___ Other ___

I do not wish to answer _____

Are you eligible to work in the U.S.? (circle one) Yes No

What is your primary language? (optional) _____

Are you registered with selective service? (circle one) Yes No

Have you served in the U.S. Military? (circle one) Yes No

If yes, dates and branch of service _____

Are you eligible for military education? (optional, circle one) Yes No

Employment / Education:

Are you currently employed? (circle one) Yes No

Are you currently a student? (circle one) Yes No

Highest grade level completed? Please specify _____

Are you a High School graduate? (circle one) Yes No

Do you have a GED? (circle one) Yes No

Other Information:

Household size? (total number living in household)(optional) _____

Household annual income (optional) _____

Do you have reliable transportation to get to service providers, training, employment? (circle one) Yes No

Are you receiving public assistance? (i.e. SNAP, TANF, SSI, SSDI) Yes No

Are you receiving unemployment benefits? (circle one) Yes No

Are you an offender? (i.e. misdemeanor, felony) Yes No

Answering the following questions may qualify you for other benefits or services. Your responses could help staff provide better job search assistance, training and referrals. This information will not be provided to employers.

Do you have a disability? (circle one) Yes No

What type of disability? (Check all that make it hard for you to get a job, keep a job or participate in training)

___ Physical (i.e. mobility, medical or health condition, such as diabetes or heart conditions)

___ Mental (i.e. anxiety or depression)

___ Learning (i.e. difficulty with reading, writing, math or staying on task)

___ Sensory (i.e. vision or hearing problems)

___ Other (please specify) _____

___ I would like to speak with someone privately regarding this question

I'm interested in:

___ Looking for a job

___ Applying for unemployment benefits or asking a question about my claim

___ Employment, Educational and/or training programs
 □ Youth (14-24)

___ a GED

___ Getting help with reading skills

___ Help with information about

□ Child care

□ Food stamps

The Workforce Center and its partners are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.

- People who have been laid off
- People with disabilities (physical, learning or Psychological)
- People in drug or alcohol recovery programs and services for:
 - Adults
 - Adults 55+
- Ex-offenders
 - Veterans
- Housing Assistance
- Temporary assistance for needy families
- Fuel assistance/home weatherization
- Other: _____
- English for Speakers of Other Languages (ESOL)
- Health care
- Transportation
- Emergency bill payment
- Workshop, class for appointment (please specify) _____

Please share my information with the following agencies/service providers:

- Local School Division or contracting entity (Adult Education and Family Literacy)**
Services related to adult education programs, including Adult Basic Education, General Education Development (GED) and Individual Student Alternative Education Programs (ISAEP).
- Local Workforce Investment Board Contractor**
 - WIOA Dislocated Worker Program – Assistance with job search, career counseling and skills training for unemployed individuals.
 - WIOA Adult Program – Provides job search, job referral, career counseling, skill and needs assessments and training for eligible adults 18 and older.
 - WIOA Youth Program – Enhances youth education, skills attainment, encourages school completion, mentoring, summer employment, job exposure and career exploration for eligible youth ages 14-21.
- Virginia Employment Commission**
 - Employment Service – Employment assistance, access to thousands of job listings, and resources for job referral and placement, referral to training, job search skill-building activities.
 - Unemployment Insurance – Temporary income for workers who have become unemployed.
 - Trade Act Assistance – Assists individuals who have become unemployed as a result of increased imports. The goal is to help laid off workers return to suitable employment as soon as possible.
 - Veteran’s Service Employment Training Program – Specialized employment and transition services for Veterans, Reservists, National Guard members.
- Department of Aging and Rehabilitative Services (Vocational Rehabilitation Services)**
Partners with community rehabilitation providers to provide employment and vocational services.
- Area Agency for Aging (AAA) or other National Grantee (Senior Community Service Employment Program)**
Provides subsidized training and employment for people who are over 55 and economically disadvantaged
- Local Community College (Post Secondary Vocational Education/Carl Perkins Act)**
Post-secondary vocational and technical education programs leading to a certificate, degree or industry Certification.
- Community Action Agencies (Community Service Block Grants)**
Provides a range of services which assist low income people in attaining skills, knowledge, and motivation needed to achieve self sufficiency.
- Local Social Services Office**
 - Food Stamp Employment and Training – Provides job search, job search training, education and work experience to non-public assistance Food Stamp Recipients.
 - Virginia Initiative for Employment not Welfare – Provides job search assistance, job readiness and training services.

Other Programs that may be present in your local area:

- Job Corps Native American Migrant & Seasonal Farm Workers Disabled Veterans Outreach Housing

I consent to releasing this information for referral to partner agencies and entities as I have indicated above who may have programs or services available to me. I understand that no assistance is guaranteed, and that I may need to provide more information to these agencies/entities in order to qualify for additional assistance.

Signature

Date

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