|  |  |
| --- | --- |
|  | Texas Workforce Commission**Vocational Rehabilitation Services****Employment Data Sheet** |
| Demographic Information   |
| **Instructions:** Type the information below:  |
| **Date completed:**  | **Date most recently updated:**  |
| **First name**:       | **Middle name**:       |
| **Last name:**       | **Date of birth:**       |
| **Street address:**       |
| **Apartment number or PO box number** (if any)**:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Mailing address**, if different from the address listed above.   |
| **Street address:**       |
| **Apartment number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Phone 1:**       | **Phone 2:**       | **Phone 3:**       |
| **Email:**       | **Other contact method:**       |
| **Types of driver’s licenses:** **[ ]** Class C [ ]  Commercial [ ]  Restricted [ ]  None |
| **Driver’s License Number or State ID Number:**  |
| **Languages spoken:**   [ ]  English [ ]  Spanish [ ]  Other:       |
| **Describe reasons for gaps in work or volunteer history**      |
| **Arrest and Conviction History**  |
| Any arrest(s) or convictions of a criminal offense(s) you have, that were gained at any age, may interfere with obtaining employment. Disposition(s)requirements such as payments, probation, and registration requirements can impact employment.     |
| **[ ]** No history of arrest(s) or convictions of a criminal offense(s) gained at any age |
| **Offense/Charge:**       |
| **Felony Charge** **[ ]  Yes** **[ ]  No** | **Date:**       | **Location:**       |
| **Disposition (payments, probation, parole, registration):**       |
| **Offense/Charge:**       |
| **Felony Charge** **[ ]  Yes [ ]  No** | **Date:**       | **Location:**       |
| **Disposition (payments, probation, registration):**       |
| **Offense/Charge:**       |
| **Felony Charge  [ ]  Yes [ ]  No** | **Date:**       | **Location:**       |
| **Disposition (payments, probation, registration):**       |
| **Paid Work History**  |
| Paid work history includes positions you held or are holding that you earn a wage. |
| **[ ]** No work history to report |
| **Employer**:       | **Job title:**       |
| **Start date:**       | **End date:**       |
| **Earnings:**       | **Average Number of hours worked per week**:       |
| **Street address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name:**       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Reason for leaving:**       |
| **Do you think this employer will give you a good reference?** **[ ]  Yes [ ]  No** |  |  |  |
| **Do you think that this employer would consider re-hiring you? [ ]  Yes [ ]  No** |  |  |
| **Roles:** | [ ]  Technical | [ ]  Non-managerial |
|  | [ ]  Supervisory or managerial Number of employees supervised:       |
| **Type of employment:** | [ ]  Full-time  | [ ]  Part-time  | [ ]  Temporary or project  | [ ]  Summer  | [ ]  Contract |
|  | [ ]  Other:       |
| **Average hours worked**:       |
| **Describe job duties:**       |
| **Employer**:       | **Job title:**       |
| **Start date:**       | **End date:**       |
| **Earnings:**       | **Average Number of hours worked per week**:       |
| **Street address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name:**       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Reason for leaving:**       |
| **Do you think this employer will give you a good reference? [ ]  Yes [ ]  No** |  |  |  |
| **Do you think that this employer would consider re-hiring you? [ ]  Yes [ ]  No** |  |  |
| **Roles:** | [ ]  Technical | [ ]  Non-managerial |
|  | [ ]  Supervisory or managerial Number of employees supervised:       |
| **Type of employment:** | [ ]  Full-time  | [ ]  Part-time  | [ ]  Temporary or project  | [ ]  Summer  | [ ]  Contract |
|  | [ ]  Other:       |
| **Average hours worked**:       |
| **Describe job duties:**       |
| **Employer**:       | **Job title:**       |
| **Start date:**       | **End date:**       |
| **Earnings:**       | **Average Number of hours worked per week**:       |
| **Street address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name:**       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Reason for leaving:**       |
| **Do you think this employer will give you a good reference? [ ]  Yes [ ]  No** |  |  |  |
| **Do you think that this employer would consider re-hiring you? [ ]  Yes [ ]  No** |  |  |
| **Roles:** | [ ]  Technical | [ ]  Non-managerial |
|  | [ ]  Supervisory or managerial Number of employees supervised:       |
| **Type of employment:** | [ ]  Full-time  | [ ]  Part-time  | [ ]  Temporary or project  | [ ]  Summer  | [ ]  Contract |
|  | [ ]  Other:       |
| **Average hours worked**:       |
| **Describe job duties:**       |
| **Employer**:       | **Job title:**       |
| **Start date:**       | **End date:**       |
| **Earnings:**       | **Average Number of hours worked per week**:       |
| **Street address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name:**       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Reason for leaving:**       |
| **Do you think this employer will give you a good reference? [ ]  Yes [ ]  No** |  |  |  |
| **Do you think that this employer would consider re-hiring you? [ ]  Yes [ ]  No** |  |  |
| **Roles:** | [ ]  Technical | [ ]  Non-managerial |
|  | [ ]  Supervisory or managerial Number of employees supervised:       |
| **Type of employment:** | [ ]  Full-time  | [ ]  Part-time  | [ ]  Temporary or project  | [ ]  Summer  | [ ]  Contract |
|  | [ ]  Other:       |
| **Average hours worked**:       |
| **Describe job duties:**       |
| **Employer**:       | **Job title:**       |
| **Start date:**       | **End date:**       |
| **Earnings:**       | **Average Number of hours worked per week**:       |
| **Street address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name:**       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Reason for leaving:**       |
| **Do you think this employer will give you a good reference? [ ]  Yes [ ]  No** |  |  |  |
| **Do you think that this employer would consider re-hiring you? [ ]  Yes [ ]  No** |  |  |
| **Roles:** | [ ]  Technical | [ ]  Non-managerial |
|  | [ ]  Supervisory or managerial Number of employees supervised:       |
| **Type of employment:** | [ ]  Full-time  | [ ]  Part-time  | [ ]  Temporary or project  | [ ]  Summer  | [ ]  Contract |
|  | [ ]  Other:       |
| **Average hours worked**:       |
| **Describe job duties:**       |
| **Volunteer History**  |
| Volunteer positions are unpaid positions held such as church positions,community service assignments, trustee positions, etc**.**  |
| **[ ]  No volunteer history to report** |
| **Agency**:       | **Volunteer title:**       |
| **Start Date**:       | **End date:**       |
| **Address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name**:       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Number of hours volunteered:**       | **Reason for leaving:**       |
| **May we contact this agency to gain information about your volunteer work? [ ]  Yes [ ]  No** |
| **Do you think this agency will give you a good reference? [ ]  Yes [ ]  No** |
| **Do you think this agency could and would consider hiring you as an employee? [ ]  Yes [ ]  No** |
| **Describe volunteer duties:**       |
| **Agency**:       | **Volunteer title:**       |
| **Start Date**:       | **End date:**       |
| **Address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name**:       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Number of hours volunteered:**       | **Reason for leaving:**       |
| **May we contact this agency to gain information about your volunteer work? [ ]  Yes [ ]  No** |
| **Do you think this agency will give you a good reference? [ ]  Yes [ ]  No** |
| **Do you think this agency could and would consider hiring you as an employee? [ ]  Yes [ ]  No** |
| **Describe volunteer duties:**       |
| **Agency**:       | **Volunteer title:**       |
| **Start Date**:       | **End date:**       |
| **Address:**       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **Supervisor’s name**:       | **Phone:**       |
| **Supervisor’s email:**       | **Other contact method:**       |
| **Number of hours volunteered:**       | **Reason for leaving:**       |
| **May we contact this agency to gain information about your volunteer work? [ ]  Yes [ ]  No** |
| **Do you think this agency will give you a good reference? [ ]  Yes [ ]  No** |
| **Do you think this agency could and would consider hiring you as an employee? [ ]  Yes [ ]  No** |
| **Describe volunteer duties:**       |
| **Reference Details**   |
| Employment references are individuals that serve as the point of contact for employers to verify or ask questions about a potential your background, work experience, or work ethic.     |
| **Name**:       | **How long have you known the reference?**       |
| **Reference’s job title:**       |
| **Relationship to reference:**       |
| **Company name,** when applicable**:**       |
| **Phone:**       | **Email:**       |
| **Address**:       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **May we contact this reference to gain information about you? [ ]  Yes [ ]  No** |
| **Do you think this person will give you a good reference? [ ]  Yes [ ]  No** |
| **Name**:       | **How long have you known the reference?**       |
| **Reference’s job title:**       |
| **Relationship to reference:**       |
| **Company name,** when applicable**:**       |
| **Phone:**       | **Email:**       |
| **Address**:       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **May we contact this reference to gain information about you? [ ]  Yes [ ]  No** |
| **Do you think this person will give you a good reference? [ ]  Yes [ ]  No** |
| **Name**:       | **How long have you known the reference?**       |
| **Reference’s job title:**       |
| **Relationship to reference:**       |
| **Company name,** when applicable**:**       |
| **Phone:**       | **Email:**       |
| **Address**:       |
| **Suite number or PO box number:**       |
| **City:**       | **State:**       | **ZIP code:**       |
| **May we contact this reference to gain information about you? [ ]  Yes [ ]  No** |
| **Do you think this person will give you a good reference? [ ]  Yes [ ]  No** |
| **Employment Skills**   |
| Employment skills are abilities gained through training, experience, and achievements and include hard and soft skills that make you a desirable candidate to an employer.   |
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| **Career Objectives**  |
| Career objectives are short statements that describe the type of employment you desire and how your skills make you a good fit.   |
| **Record career objective(s) below**.      |
| **Training History Information**  |
| Training history information is a record of courses or programs you have completed to gain skills necessary to enter or advance in your employment.       |
| **[ ]** No training history to report |
| **Institution name**:       |
| **Course title**:       | Total hours:       |
| **Course status:** **[ ]** Completed**[ ]** Enrolled **[ ]** Incomplete |
| **Course description**:       |
| **Institution name**:       |
| **Course title**:       | Total hours:       |
| **Course status: [ ]** Completed **[ ]** Enrolled  **[ ]** Incomplete |
| **Course description**:       |
| **Institution name**:       |
| **Course title**:       | Total hours:       |
| **Course status: [ ]** Completed **[ ]** Enrolled  **[ ]** Incomplete |
| **Course description**:       |
| **Occupational License or Certification Information**  |
| Occupational licensure is a form of [government regulation](https://en.wikipedia.org/wiki/Regulation) requiring a [license](https://en.wikipedia.org/wiki/License) to pursue a particular [profession](https://en.wikipedia.org/wiki/Profession) or [vocation](https://en.wikipedia.org/wiki/Vocation).  Certification is a third-party verification of an individual's level of knowledge or proficiency in a certain industry or profession.  Registration is defined as the recognition of successful completion of mandated requirements for the practice of a particular profession.   |
| [ ]  No occupational license or certification information to report. |
| **Type:** [ ]  Certification [ ]  License [ ]  Registration [ ]  Other (specify):       |
| **Issuer:**       |
| **Title:**       |
| **Number issued:**       |
| **County:**       | **City:**       | **State**:       |
| **Date issued:**       | **Recertification date:**       | **Expiration date:**       |
| **Type:**  [ ]  Certification [ ]  License [ ]  Registration [ ]  Other (specify):       |
| **Issuer:**       |
| **Title:**       |
| **Number issued:**       |
| **County:**       | **City:**       | **State**:       |
| **Date issued:**       | **Recertification date:**       | **Expiration date:**       |
| **Type:**  [ ]  Certification [ ]  License [ ]  Registration [ ]  Other (specify):       |
| **Issuer:**       |
| **Title:**       |
| **Number issued:**       |
| **County:**       | **City:**       | **State**:       |
| **Date issued:**       | **Recertification date:**       | **Expiration date:**       |
| **High School and GED Information**  |
| A high school diploma is awarded upon high school graduation.  A General Education Development (GED) credential is offered as an alternative qualification for those who did not successfully earn a high school diploma.  |
| **Name of school district**:       |
| **High school name**:       | **Phone:**       |
| **Address:**       |
| **State:**        | **County:**       | **ZIP code:**       |
| **Date started high school:**       | **Date graduated:**      | **Date of GED:**       |
| **College Education History**  |
| Institution of higher education (college, university) where associate, bachelor, master, doctorate degrees can be earned.   Not technical or professional training.     |
| **Name of school**:       |
| **City:**       | **State:**       |
| **Dates attended:**       | **Program completed? [ ]  Yes [ ]  No** |
| **Major and minor areas of study:**       |
| **Name of school**:       |
| **City:**       | **State:**       |
| **Dates attended:**       | **Program completed? [ ]  Yes [ ]  No** |
| **Major and minor areas of study:**       |
| **Name of school**:       |
| **City:**       | **State:**       |
| **Dates attended:**       | **Program completed? [ ]  Yes [ ]  No** |
| **Major and minor areas of study:**       |
| **Name of school**:       |
| **City:**       | **State:**       |
| **Dates attended:**       | **Program completed? [ ]  Yes [ ]  No** |
| **Major and minor areas of study:**       |