

HVRP Manual Sample Forms

This a sample form and does not mean NVTAC or US DOL-VETS endorses this form as required, or as an approved form. This form was one of many that were collected from service providers and is only intended to help program planners develop forms and tools that will serve the needs of their program.

Name: _____

Date: _____

Inventory of Employment/Training Issues

I. Education/Training

- A. Did you complete high school or get a GED? _____
If not, what was the last grade you completed? _____
- B. Have you received any post-high school education or training? _____
What? _____
Where? _____ Did you complete the training? _____
- C. What, if any, occupational license or skills certifications do you possess?
(ex: LPN, welding, nurse aide, cosmetology, etc.) _____
- D. Are you currently attending any school, training, or educational classes? _____
What? _____ Where? _____
- E. What, if any, training or education would you require to attain a career goal and self-sufficiency? _____

II. Skills/Experience

- A. What job experience and/or occupational skills do you currently possess?

- B. Do your skills/experience qualify you for employment at an adequate wage? _____
Do you have a disability or personal circumstances that do not allow your employment in previously held occupations? _____

If so, explain. _____
- C. Do you have experience and skills that are not marketable in the current labor market? _____ If so, explain. _____
- D. Are your skills/experiences marketable in the current labor marker? _____ If so, explain

- E. Do you possess good job search skills such as interviewing, completing applications, resume writing, etc.? _____ Explain: _____
- F. Have you encountered problems with supervisors/co-workers in the past? _____

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- G. Have personal problems unrelated to the job interfered with employment in the past? _____ Explain. _____
- H. Have you ever been fired? _____

III. Job Goals

- A. What is your occupational goal? _____
- B. What wage will you require to be self-sufficient? _____
- C. Name three specific personal goals that you hope to achieve as a result of working.
(ex: car, home, vacation, independence, pay bills, etc.)
1. _____
2. _____
3. _____

IV. Occupational Preference – (Check all that apply.)

- A. I like working with **data and information**. This includes factual information, numbers, specifications, research or data based information, codes, measurements, etc.
Examples of this type of job may include accountant, bookkeeper, credit reporter, purchaser, claim adjuster, economist, etc. Yes__ No _____

Comments: _____

- B. I like working with **people**. This includes working directly with people or helping people.
Examples of this type of job may include social worker, teacher, nurse, policeman, waitress, receptionist, etc. Yes_____ No _____

Comments: _____

- C. I like working with **things**. This includes working with machinery, office equipment, shovels,

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tools, trucks, etc. *Examples of this type of job may include construction trades, air conditioning and heating technicians, auto mechanics, auto body repairers, electricians, welders, truck drivers, computer repairers, machinists, general labors, etc.*

Yes _____ No _____

Comments: _____

Participant Signature

Date