A Division of Goodwill
SHORELINE
Workforce Development Services
Our Business is Changing Lives!

Shoreline Workforce Development Services

a division of Goodwill Industries of Santa Cruz, Monterey and San Luis Obispo Counties, Inc.

INITIAL INTERVIEW AND TOUR SHEET

Purpose: This form is to be filled out by the potential client for vocational services. It will assist Shoreline staff in best serving you and meeting your needs. This information will be kept confidential.

Name: _____ **Today's Date:** _____

Address: _____ Campus Location.: Santa Cruz

City/State: _____ **Zip:** _____ **In case of emergency, notify:**

Phone: _____ Name: _____ Phone: _____

Soc. Sec. No.: _____ Relationship: _____

Date of Birth: _____ Career Goal: _____

Program Name: _____ Desired Wage: _____

Previous Work Experience: Please list your employment, volunteer work, and training, beginning with the most recent.

Job Title	Employer	Wage	Dates To/From

Which job did you enjoy the most, and why? _____

Educational Background: _____

What are your hobbies/leisure activities? _____

Accomplishments? _____

Do you have any physical limitations that could affect employment? _____

Are you presently taking any medication (please specify)? _____

Do you have any medical conditions that we should know about in case of emergency (please specify)? _____

DO NOT WRITE BELOW THIS LINE.

TOUR CHECKLIST

__ Program Purpose

__ Curriculum/Rules

___ Dress & Attendance

__ Placement Services, Rates & Wages

RECOMMENDED FOR PROGRAM? ___ Yes ___ No

COMMENTS: _____

FOLLOW-UP INFORMATION

Counselor: _____

Agency/City: _____

Phone Number: _____

Program Name: _____

PROGRAM SPECIALIST: _____

CALL BACK DATE: _____