Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EJAS ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BFET Provider: Grays Harbor College Contractor Code: 6AY

Case Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Intake: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
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| **Employment Goals** |
| Career Plan: |       |
| Wage Expectation: |       |
| Immediate Job Goals(s): |       |
| Target Employment Date: |       |

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| **Skills and Qualifications** |
| *Education* |
| [ ]  High School Diploma or Equivalent |
| [ ]  College Education | Degree:       |
| [ ]  Vocational Training | Certificate:       |
| *Work Experience* |
| Number of employers in past 5 years: *List Employment History on separate sheet* |       |
| [ ]  No work experience in the past year |
| *Transferrable Skills* |
| [ ]  Customer service | [ ]  Solve problems | [ ]  Organized |
| [ ]  Write clearly | [ ]  Calculate, compute | [ ]  Manage people |
| [ ]  Speak in public | [ ]  Listening | [ ]  Run meetings |
| [ ]  Speak multiple languages | [ ]  Managing time | [ ]  Direct projects |
| [ ]  Communicate verbally | [ ]  Being punctual | [ ]  Other:       |
| [ ]  Handle food | [ ]  Cooperating | [ ]  Other:       |
| [ ]  Manage money | [ ]  Follow instructions | [ ]  Other:       |
| [ ]  Take orders | [ ]  Construct or repair | [ ]  Other:       |
| [ ]  Operate office equipment | [ ]  Drive or operate vehicles | [ ]  Other:       |
| [ ]  Computer Skills | [ ]  Operate tools and machinery | [ ]  Other:       |
| *Other Qualifications* |
| Certificate: |       |
| Professional License: |       |
| Other: |       |

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| **Assessed Employment Barriers** |
| *Client Employment Barriers* | *Services to Address Barriers* |
| [ ]  Skill Deficiency |       |
| [ ]  High School Diploma or Equivalency |       |
| [ ]  Lack of Qualifications for Desired Employment |       |
| [ ]  Lack of Employment History |       |
| [ ]  Limited English Proficiency | ESL Level:       |       |
| [ ]  Physical Health |       |
| [ ]  Mental Health |       |
| [ ]  Chemical Dependency |       |
| [ ]  Criminal Record affecting Employment |       |
| [ ]  Required Employment Verification (i.e. ID / Birth Certificate, Driver’s License, SSN Card) |       |
| [ ]  Resource Deficiency (i.e. childcare, transportation, personal hygiene) |       |
| [ ]  Housing |       |
| [ ]  Other:       |       |

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| **Employment Plan** |
| *[ ]* ***Education/Training Plan*** | *[ ]* ***VE*** *[ ]* ***BE*** *(Including ESL)* |
| Educational Institution |       |
| Dates of Training: | From:       | To:       |
| Academic Goal: |       |
| Degree/Certification: |       |
| *[ ]* ***Job Readiness Training (JT)*** |
| Job Search Training (i.e. resume writing; interview skills, master application, workplace etiquette) | From:       | To:       |
| Work Experience (i.e. internship, OJT) | From:       | To:       |
| *[ ]* ***Job Search (JS)*** |
| Independent Job Search: | From:       | To:       |
| Job Search with Assistance: | From:       | To:       |
| *[ ]* ***Job Retention (BR)*** |
| Other:  |       |

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| **Declaration and Signature** |

The following are the requirements to participate in the Basic Food Employment & Training (BFET) program:

* Receive Basic Food Assistance from DSHS;
* Be able to work at least 20 hours per week;
* Cooperate with the requirements of this Individual Employment Plan; and
* Meet with your BFET case manager at least monthly.

|  |  |  |
| --- | --- | --- |
| I,  |  | , have read the requirements and agree to abide by them. |
|  | *(Print Name)* |  |
| [ ]  Yes | [ ]  No | I understand this form and the contents have been explained to me in my primary language. |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Client Signature* |  | *Date* |
|  |  |  |
| *Case Manager Signature* |  | *Date* |
|  |  |  |
| *Interpreter Signature (required if client cannot understand this form in English)* |  | *Date* |

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| **Employment History** |
| Employer:  |       |
| Dates of Employment: | From:       | To:       |
| Wages:  |       | Hours Per Week: |       |
| Job Title: |       |
| Work Performed: |       |
| Reason for Leaving: |       |

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| --- | --- |
| Employer:  |       |
| Dates of Employment: | From:       | To:       |
| Wages:  |       | Hours Per Week: |       |
| Job Title: |       |
| Work Performed: |       |
| Reason for Leaving: |       |

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| --- | --- |
| Employer:  |       |
| Dates of Employment: | From:       | To:       |
| Wages:  |       | Hours Per Week: |       |
| Job Title: |       |
| Work Performed: |       |
| Reason for Leaving: |       |

|  |  |
| --- | --- |
| Employer:  |       |
| Dates of Employment: | From:       | To:       |
| Wages:  |       | Hours Per Week: |       |
| Job Title: |       |
| Work Performed: |       |
| Reason for Leaving: |       |

|  |  |
| --- | --- |
| Employer:  |       |
| Dates of Employment: | From:       | To:       |
| Wages:  |       | Hours Per Week: |       |
| Job Title: |       |
| Work Performed: |       |
| Reason for Leaving: |       |