|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | **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. | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | |  | | | | | | |
|  |  | | | | | | | | | | | |  | | | | | | |
|  |  | | | | | | | | | | | |  | | | | | | |
|  |  | | | | | | | | | | | |  | | | | | | |
| **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:** CompletedEnrolled Incomplete | | | | | | | | | | | | | | | | | | | |
| **Course description**: | | | | | | | | | | | | | | | | | | | |
| **Institution name**: | | | | | | | | | | | | | | | | | | | |
| **Course title**: | | | | | | | | | | | | | | | | | | Total hours: | |
| **Course status:** CompletedEnrolled Incomplete | | | | | | | | | | | | | | | | | | | |
| **Course description**: | | | | | | | | | | | | | | | | | | | |
| **Institution name**: | | | | | | | | | | | | | | | | | | | |
| **Course title**: | | | | | | | | | | | | | | | | | | Total hours: | |
| **Course status:** CompletedEnrolled 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. | | | | | | | | | | | | | | | | | | | |
| No college education information to report. | | | | | | | | | | | | | | | | | | | |
| **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:** | | | | | | | | | | | | | | | | | | | |
| **Comments, if any:** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |