



# Senior Employment Assistance Service

6700 N. Oracle Road, Suite 331, Tucson, AZ 85704

Tel: (520)-571-9884 E-mail: [tuaarpinfo@qwestoffice.net](mailto:tuaarpinfo@qwestoffice.net)

Fax: (520)-571-9832 [www.aticente.qwestoffice.net/services](http://www.aticente.qwestoffice.net/services)

*(AARP Office Use Only)*

Computer ID Ref. # \_\_\_\_\_

Listed: \_\_\_\_\_ by: \_\_\_\_\_

Match list printed? Y / N

For category # \_\_\_\_\_

List in WorkSearch? Y / N

## JOB SEEKER INFORMATION © 2004-08

*Please print clearly in CAPITAL letters.*

Today's Date: \_\_\_\_\_

(Circle) Mr./Mrs./Ms. First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact me at phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ This is my: Home / Cell / Work number. (Circle one).

Optional secondary contact phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ : It is a Home / Cell / Work No. (Circle one).

E-Mail: \_\_\_\_\_ FAX: \_\_\_\_\_

From page 2, please enter below the **major** category of the job you seek and any other choices and/or comments.

**Major Job Category** [     ] \_\_\_\_\_ **1st Choice:** \_\_\_\_\_

(Optional) **2<sup>nd</sup> Choice:** \_\_\_\_\_ (Optional) **3<sup>rd</sup> Choice:** \_\_\_\_\_

**Unique Other** (i.e. an unlisted job category): From page 2 Category V: \_\_\_\_\_

Why are you seeking employment now? (Circle one). 1. To keep busy. 2. Economics. 3. Both.

Your qualifications for your first choice: \_\_\_\_\_

Habla Español? Si / No (circle) Minimum salary acceptable: \$ \_\_\_\_\_ per hour (Confidential)

Check all your options for working conditions: Full time -( ) Part Time -( ) Temporary -( )

Can you work nights? \_\_\_\_\_ Will you work weekends? \_\_\_\_\_ Could you live in? \_\_\_\_\_

Do you have any limitations that would prevent you from **fully** performing all aspects of the work you seek?

Yes / No. If yes, please explain briefly: \_\_\_\_\_

Year of birth \_\_\_\_\_ (This is used for statistical purposes only)

How did you hear about Senior Employment Assistance Service? \_\_\_\_\_

Are you a member of AARP? Yes / No. If yes, please enter your card number \_\_\_\_\_

Transportation: Car -( ) Bus -( ) Your mileage **limit** to a job area (circle) ..... 10.....15.....20.... 25 .... no limit.

Education: \_\_\_\_\_ List H.S.; GED; Post H.S.; Degree or Certificate.

Past Work Experience: List briefly the most recent jobs below.

Résumé Available? Yes / No.

<u>Type of Work Done</u>	<u>Organization</u>	<u>Reason for Leaving</u>	<u>Dates (approx.)</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Interviewer's Comments:** (For AARP office use only. Note: Skill remarks start on page 2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Job Seeker:** Circle one major heading (*like D*) for the main job that you desire, plus the sub-categories for it and any others (*like D1, D4, T1, etc.*), not all your past experiences.

<b>A</b>	<b><u>Accounts/Bookkeeping</u></b>	<b>101</b>	<b>E</b>	<b><u>Engineering/Technical</u></b>	<b>105</b>	<b>K</b>	<b><u>Management &amp; HR</u></b>	<b>110</b>	<b>P</b>	<b><u>Handyman/Woman</u></b>	<b>114</b>	<b>T</b>	<b><u>Computer Skills</u></b>	<b>119</b>
A1	Accounts Payable	01	E2	CAD Drafting	02	K1	Interviewer	01	P1	Yard Work	01	T1	Routine Use	01
A2	Accounts Receivable	02	E3	Engineer	03	K2	Manager	02	P2	Housework	02	T2	Quicken	02
A3	Invoices	03	E4	Designer	04	K3	Director	03	P3	General	03	T3	Peachtree	03
A4	Payroll	04	E5	Programmer	05							T4	Quickbooks	04
A5	Balance Sheet	05	E6	Technical Writer	06	<b>L</b>	<b><u>Medical &amp; Healthcare</u></b>	<b>111</b>	<b>Q</b>	<b><u>Do Driving/Car Care</u></b>	<b>115</b>	T5	MS Excel	05
A6	Taxes	06				L1	Registered Nurse	01	Q1	Automatic only	01	T6	Lotus 123	06
			<b>F</b>	<b><u>Food and Beverage</u></b>	<b>106</b>	L2	LPN	02	Q2	Auto and Stick Shift	02	T7	WordPerfect	07
<b>B</b>	<b><u>Caregiver, Home/Clinic</u></b>	<b>102</b>	F1	Kitchen	01	L3	Nurses Aide	03	Q3	Go Beyond Tucson	03	T8	MS Word	08
B1	Children	01	F2	Serving	02	L4	Medical Technician	04	Q4	Parking Attendant	04	T9	MS Access	09
B2	Elders	02	F3	Bartender	03	L5	EMT	05	Q5	Auto Detailer	05			
B3	At their home	03	F4	Managerial	04	L6	Orderly	06				<b>U</b>	<b><u>Media/Creative Arts</u></b>	<b>120</b>
B4	Disabled persons	04							<b>R</b>	<b><u>Professional Trades</u></b>	<b>116</b>	U1	Artist	01
			<b>G</b>	<b><u>Customer Service</u></b>	<b>107</b>	<b>M</b>	<b><u>Sales &amp; Marketing</u></b>	<b>112</b>	R1	Carpenter	01	U2	Photographer	02
<b>C</b>	<b><u>Banking and Credit</u></b>	<b>103</b>	G1	In House	01	M1	Seller	01	R2	Electrician	02	U3	Journalist/Writer	03
C1	Credit	01	G2	By Phone, E-mail, etc.	02	M2	Buyer	02	R3	Plumber	03			
C2	Collections	02	G3	Telemarketing	03	M3	Retail	03	R4	Machinist	04	<b>V</b>	<b><u>Unique Category</u></b>	<b>121</b>
C3	Teller	03				M4	Wholesale	04	R5	Maintenance	05	V1	_____	
C4	Investments	04	<b>H</b>	<b><u>Academics</u></b>	<b>108</b>				R6	Mechanic.	06			<i>Enter on page 1 also.</i>
			H1	Mentoring/Tutoring	01	<b>N</b>	<b><u>Construction</u></b>	<b>113</b>				<b>S</b>	<b><u>Tourist/Travel</u></b>	<b>118</b>
<b>D</b>	<b><u>Clerical and Office</u></b>	<b>104</b>	H2	Teaching	02	N1	Landscaper	01	S1	Hotel	01	<b>W</b>	<b><u>Public Relations</u></b>	<b>122</b>
D1	Indexing and filing	01	H3	Testing/Scoring	03	N2	Laborer	02	S2	Resort	02	W1	Public Relations	01
D2	Typing	02				N3	Roofer	03	S3	Golf Club	03	W2	Public Speaking	02
D3	Receptionist	03	<b>J</b>	<b><u>Security</u></b>	<b>109</b>	N4	Cement Layer	04	S4	Concierge	04	W3	Fund Raising	03
D4	Switchboard	04	J1	Escort	01	N5	Bricklayer	05	S5	Managerial	05			
D5	Legal Secretary	05	J2	Guard	02	N6	Painter	06						
D6	Medical Secretary	06	J3	Monitor	03	N7	Drywall Installer	07						
						N8	Heavy Equip. Operator	08						

AARP Interviewer Comments: