**Job Placement Referral Form**

Client Name:

Case ID#:

Client Contact Information:

Alternative Contact Information:

Client Email:

Rehabilitation Counselor:

Counselor Phone:

Counselor Email:

Referral Date:

**AWARE Job Ready Completed:** [ ]

**Vocational Goal:**

*All jobs must be congruent with the client’s abilities, interests and needs. Job Developers must obtain approval from the BVR Counselor before pursuing job leads in areas other than those listed, even if the client expresses a willingness to pursue alternative jobs.*

Other Acceptable Vocational Goals and/or **Specific Goal** *(if goal is “all other . . .”):*

General location (area of town, bus route etc.):

Shift Preferences:

[ ] Full time [ ] Part Time [ ] Either

[ ] Day Shift [ ] Night Shift [ ] Swing Shift [ ] Any Shift

Special Considerations:

[ ] Must have benefits [ ] Benefits not required

Lowest Acceptable Wage: $      Desired Wage: $

Activities to avoid:

Can participant pass criminal background? [ ]  Yes [ ]  No

If no, reason:

**Client Information:**

*All Assessments, Evaluations and Training are to be completed prior to being referred for job placement services.*

Functional Limitations:

Work-place accommodations needed:

Assistive Technology Anticipated? [ ] No [ ] Yes Explain:

Interpreter/Translator needed? [ ]  No [ ]  Yes Type:

Qualifications:

Highest Education:

Applicable Certificates/degree:

Applicable skills, strengths, and capabilities:

Applicable formal/informal work experience:

Other factors that may affect employment; specific employment needs; or instructions for the placement team:

**Check One:**

[ ]  Non-Supported Employment [ ]  Supported Employment [ ]  Customized Employment

**Job Coaching Anticipated?** Yes[ ]  No[ ]

|  |  |
| --- | --- |
| **Tier 1: Self-directed/independent job search/All other services**[ ] Virtual Job Seeking Skills Workshop[ ] EmployNV Registration[ ]  Soft-Skills Training[ ] Tutoring:       hours[ ]  Service Coordination:       hours[ ]  Other:       | **Tier 2: Non-supported: Internal Job Development Services Needed:**[ ] Virtual Job Seeking Skills Workshop[ ] 700-Hour Program[ ] Virtual 700-Hour Program Workshop[ ] Resume Development[ ] Job Search and Placement[ ] 30-Day Employment Verification/Retention (Counselor to complete 60/90 day)[ ] EmployNV Registration |
| **Tier 3: Non-supported: External Job Development Services Needed:** [ ] Job Placement Intake [ ] Job Placement Plan Meeting[ ] Individual/one-time Pre-Employment Job Seeking Services (select all that apply and indicate hours approved)[ ] Applications Choose an item.  [ ] Job Search Choose an item.  [ ] Interview Skills Choose an item. [ ] Resume Choose an item.[ ] Job Seeking Skills Preparation Choose an item.Special Instructions:      [ ] Job Placement[ ]  Job Coaching:       hours[ ] 30-Day Employment Verification/Retention[ ] 60-Day Employment Verification/Retention[ ] 90-Day Employment Verification/Retention  | **Tier 4: Supported or Customized Employment: External Job development Services Needed:** [ ]  SE/CE Job Placement Intake [ ] Se/CEJob Placement Plan Meeting[ ] Individual/one-time Pre-Employment Job Seeking Services (select all that apply and indicate hours approved) [ ] Applications Choose an item.  [ ] Job Search Choose an item.  [ ] Interview Skills Choose an item. [ ] Resume Development Choose an item.[ ]  SE/CE Job Seeking Skills Preparation Choose an item.Special Instructions:      [ ] Job Fit Analysis[ ] Discovery for Customized Employment [ ] How many hours (up to 30 hours):       hours[ ] SE/CE Job Placement[ ]  Job Coaching:       hours[ ] 30-Day Employment Verification/Retention[ ] 60-Day Employment Verification/Retention[ ] 90-Day Employment Verification/Retention  |
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