



Rhode Island Indian Council, Inc.  
**Previous Work & Training Experience**

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*Fill out completely and initial at bottom of every page*

**1) List your last three work and/or training experiences, beginning with the most recent.**

● Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Building #                      Street                      Unit #                      City                      State                      Zip Code*

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

● Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Building #                      Street                      Unit #                      City                      State                      Zip Code*

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

● Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Building #                      Street                      Unit #                      City                      State                      Zip Code*

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_  
Client Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Initials

\_\_\_\_\_  
Date



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- 2) What are your educational needs? ☐ Remedial Education ☐ Basic Education  
☐ Reading or Math ☐ Other (specify): \_\_\_\_\_

3) Describe your hobbies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) Knowledge of special skills, tools, or equipment - check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Typing / Typewriter ( _____ WPM)   | <input type="checkbox"/> Machine Shop                             |
| <input type="checkbox"/> Stenography / Dictation ( _____ WPM)   | <input type="checkbox"/> Blueprint Reading                        |
| <input type="checkbox"/> Carpentry  | <input type="checkbox"/> Accounting                               |
| <input type="checkbox"/> Heavy Equipment  | <input type="checkbox"/> Metal Trades                             |
| <input type="checkbox"/> Computer Skills - list any programs (such as Microsoft Word, Excel, Powerpoint, etc.):<br>_____<br>_____ | <input type="checkbox"/> Other (specify): _____<br>_____<br>_____ |

5) Give specific descriptions of knowledge areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) Which of your past jobs did you enjoy the most? Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Fill out completely and initial at bottom of every page*

7) Which of your past jobs did you enjoy the least? Why? \_\_\_\_\_

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8) Are you a member of a union? ☐ Yes ☐ No If yes, name of union: \_\_\_\_\_  
Current status: \_\_\_\_\_

9) Please describe the education or training that prepared you for...

- Your most recent job: \_\_\_\_\_  
\_\_\_\_\_
- In the job you've held the longest (if different from above): \_\_\_\_\_  
\_\_\_\_\_

10) What type of job training are you interested in now? \_\_\_\_\_

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11) Think about what kind of job, career, or vocation you'd like to pursue right now. What kind of education or training do you think you'll need to prepare you? \_\_\_\_\_

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12) Why did you choose this type of job (from the previous question)? \_\_\_\_\_

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13) What are you prepared to do to achieve this type of job (example: work days and go to school at night)?

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**14)** What in your background experience do you think would convince an employer to hire you for the type of employment you're seeking? \_\_\_\_\_  
\_\_\_\_\_

**15)** Are you willing to take an entry-level job at a relatively low wage in order to gain experience? ☐ Yes ☐ No

**16)** How long are you willing to wait for a training opportunity? Check one:

☐ Less than a month      ☐ 1–3 months      ☐ 4–6 months      ☐ As long as it takes

**17)** In the job search process, how often would you be willing to go on interviews every week? Check one:

☐ Once a week      ☐ 2–3 times a week      ☐ 3–4 times a week      ☐ Every day

**18)** Please detail any areas of knowledge from life experience relevant to your job search (e.g., growing up on a farm, caring for animals, gardening, taking care of equipment): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19)** Please list any foreign languages and your level of proficiency.

Language: \_\_\_\_\_ ☐ Fluent      ☐ Intermediate      ☐ Beginner

Language: \_\_\_\_\_ ☐ Fluent      ☐ Intermediate      ☐ Beginner

Language: \_\_\_\_\_ ☐ Fluent      ☐ Intermediate      ☐ Beginner

**20)** List any travel experiences (where, when, and why): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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