**Job Site Contact Form**

**To Be Completed Prior to First Contact:**

**Business Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**E-Mail**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vocational Cluster (s)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Available/types of jobs at this site**

**1)**

**2)**

**3)**

**4)**

**5)**

**Work Climate:**

**Uniform/Dress and/Grooming Policy**

**Types of Supports Available:**

* Coworker mentor
* Company videotape training
* Coworker training or monitoring
* Company sponsored computer accommodation program
* Employee assistance program
* Restructuring job duties
* Scheduling flexibility
* Supervisor prompting or monitoring
* Job duty checklist provided by employer
* Supervisor and coworker advocate
* Frequent, short breaks
* Flexible time limits
* Shortened work day
* Adapt rules, dress code, etc.
* Incentive pay to a co-worker to provide transportation
* Other

**Skills That Are Required (Circle ones that apply)**

* Reading
* Math
* Writing
* Visual Discrimination
* Time Management
* Sitting
* Physical Skills
* Standing
* Fine Motor
* Machine Skills
* Interpersonal Skills
* Working Alone
* Routine/Concrete Duties
* Computer
* Variety of Duties
* Other (list)

**Completed by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Follow up Visit** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Be Completed During Appointments with Employer**

**Name of Contact**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Descriptions:**

**Comments:**

|  |  |
| --- | --- |
| **Number of students site can accommodate (explain)** | **Days/hours that work for business** |
|  |  |
|  |  |

* Non pay/Training site
* Possible Paid Site

**Follow-up Contact**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Corporate follow up needed? \_\_\_ Yes \_\_\_No**

**Possible Start Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information Sheet Completed By**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Attach business card from work site)**