



12. Do you have a driver's license? Yes No

A Commercial Drivers License? Yes No Class\_\_\_\_\_

13. Do you have an automobile? Yes No

14. Do you have other means of transportation? Yes No How?\_\_\_\_\_

15. Do you have children? Yes No If so, do you have dependable means of childcare? Yes No

16. In order to determine if companies would be eligible for additional tax savings, please answer the following.

Are you:

A participant in the Families First Program? Yes No A Food Stamp recipient? Yes No

A SSI Recipient? Yes No A Veteran ? Yes No

A Ex-Felon? Yes No A Vocational Rehabilitation referral? Yes No

A Long-term family assistance recipient? Yes No

17. Have you ever participated in the AHEAD Program at Chattanooga State? Yes No

Are you currently participating? Yes No

18. Have you attended programs at any of the following locations before (circle all that apply):

Bethlehem Center Chattanooga State READ Southeast Career Center Urban League None

19. Are you a tenant of public housing? Yes No

20. Employment Status: (Please circle) Employed Unemployed Other (describe)\_\_\_\_\_

21. Which shifts would you be willing to work (circle all that apply):

Part Time Evening Weekends  
Full Time Night Project basis, as needed  
Day Rotating Temporary

During what hours can you work? \_\_\_\_\_

22. How many hours in a seven day period can you work (0-40+)? \_\_\_\_\_

23. Would you be willing to work from home? Yes No Would you prefer to work from home? Yes No

24. Are you legally eligible for employment in the United States? Yes No.

25. Have you ever been fired from a position, or quit to avoid being fired?

Yes No If Yes, describe in full \_\_\_\_\_

26. How did you hear about WorkSmart?

Newspaper Mailing RC Website  
Billboard Television/Radio Civic Organization  
Neighborhood Meeting Other \_\_\_\_\_

27. Are you willing to take a job that involves regularly lifting:

25 lbs? Yes No 35 lbs? Yes No 50 lb? Yes No

28. Please check those which you have experience or training

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Bussing Tables<br>(clearing tables) | <input type="checkbox"/> Construction (list details<br>below) | <input type="checkbox"/> Machine Operations | <input type="checkbox"/> Scheduling      |
| <input type="checkbox"/> Cash register                       | <input type="checkbox"/> Customer Service                     | <input type="checkbox"/> Maintenance        | <input type="checkbox"/> Security        |
| <input type="checkbox"/> CDL Driver                          | <input type="checkbox"/> Data Entry                           | <input type="checkbox"/> Management         | <input type="checkbox"/> Spreadsheet     |
| <input type="checkbox"/> Chef/Cook                           | <input type="checkbox"/> General Clerical                     | <input type="checkbox"/> Nursing            | <input type="checkbox"/> Stock/Inventory |
| <input type="checkbox"/> Child Care                          | <input type="checkbox"/> Graphics                             | <input type="checkbox"/> Receptionist       | <input type="checkbox"/> Switchboard     |
| <input type="checkbox"/> Computer                            | <input type="checkbox"/> Housekeeping                         | <input type="checkbox"/> Retail             | <input type="checkbox"/> Typing (WPM___) |
|  |   | <input type="checkbox"/> Sales (outside)    | <input type="checkbox"/> Waitress/Waiter |
- Please list all trades or jobs you have experience with (i.e. drywall, framing, tile, brick laying, plumbing, electrical, etc) \_\_\_\_\_

Please list all software skills/programs you know: \_\_\_\_\_

29. Please check all of those types of businesses or industries you have worked before:

- |                                      |   |   |   |
|--------------------------------------|---|---|---|
| <input type="checkbox"/> Accounting  | <input type="checkbox"/> Construction         | <input type="checkbox"/> Housekeeping     | <input type="checkbox"/> Restaurant     |
| <input type="checkbox"/> Auto Repair | <input type="checkbox"/> Convenience<br>Store | <input type="checkbox"/> Insurance        | <input type="checkbox"/> Retail         |
| <input type="checkbox"/> Banking     | <input type="checkbox"/> Food Service         | <input type="checkbox"/> Legal            | <input type="checkbox"/> Teaching       |
| <input type="checkbox"/> Call Center | <input type="checkbox"/> Hospital             | <input type="checkbox"/> Manufacturing    | <input type="checkbox"/> Tourism        |
| <input type="checkbox"/> Child Care  | <input type="checkbox"/> Hotel/Motel          | <input type="checkbox"/> Nursing          | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Clerical    |   | <input type="checkbox"/> Production lines |   |

30. Please check all of those types of businesses or industries you would like to be considered for:

- |                                      |   |   |   |
|--------------------------------------|---|---|---|
| <input type="checkbox"/> Any         | <input type="checkbox"/> Construction         | <input type="checkbox"/> Kitchen          | <input type="checkbox"/> Teaching       |
| <input type="checkbox"/> Accounting  | <input type="checkbox"/> Convenience<br>Store | <input type="checkbox"/> Legal            | <input type="checkbox"/> Tourism        |
| <input type="checkbox"/> Auto Repair | <input type="checkbox"/> Hospital             | <input type="checkbox"/> Manufacturing    | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Banking     | <input type="checkbox"/> Hotel/Motel          | <input type="checkbox"/> Production lines | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> Call Center | <input type="checkbox"/> Housekeeping         | <input type="checkbox"/> Restaurant       |   |
| <input type="checkbox"/> Child Care  | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Retail           |   |
| <input type="checkbox"/> Clerical    |   |   |   |

31. Are you fluent in any other language besides English? \_\_\_Yes \_\_\_No

If so, please list: \_\_\_\_\_

32. Although Chattanooga WorkSmart is for RC employers only, if there were job opportunities in other areas of Chattanooga would you be willing for us to share your WorkSmart Enrollment information with employers who had job openings in locations OUTSIDE the RC? \_\_\_Yes \_\_\_No

If so, Which areas would you be willing to work? (Circle all that apply)

- |                    |                     |          |
|--------------------|---------------------|----------|
| All                | St. Elmo            | Brainerd |
| Downtown           | N. Chatt /Hixson    |          |
| Amnicola Highway   | MLK/University Area |          |
| Shallowford Rd     | Bonny Oaks          |          |
| Southside/Bushtown | Alton Park          |          |

**Questions 4,9,10, 13-19, 25 will be reviewed by WorkSmart program administration only**

## Work History (Begin with Job Held Most Recently)

Job Title \_\_\_\_\_ Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Type of Business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Salary (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_  
Full time \_\_\_\_\_ Part time \_\_\_\_\_ Hours per week \_\_\_\_\_ Your name if different from present \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Job Title \_\_\_\_\_ Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Type of Business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Salary (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_  
Full time \_\_\_\_\_ Part time \_\_\_\_\_ Hours per week \_\_\_\_\_ Your name if different from present \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Job Title \_\_\_\_\_ Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Type of Business \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Salary (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_  
Full time \_\_\_\_\_ Part time \_\_\_\_\_ Hours per week \_\_\_\_\_ Your name if different from present \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

I certify, by my signature below, that all items in this application are true and complete to the best of my knowledge. My address given on the application is my primary residence. I understand that if this fact is not true I will not be eligible for the Chattanooga WorkSmart program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If not completing this application at an Enrollment Meeting, please mail or bring the completed application along with the Life Skills Test, proof of residence & proof of college education to:  
Lyn Price  
Mayor's Office  
100 E. 11<sup>th</sup> St  
Chattanooga, TN 37402  
All must be received before being entered into the database. Questions? please call 423-425-3812



# LIFE SKILLS TEST

A Renewal Community Initiative

The following questions help assess things that would be helpful in getting and keeping a job. All answers are kept private and shown by totals only. Please answer honestly.

Answer the following questions using the key shown here:

**A=Strongly Agree**

**C=Somewhat Disagree**

**B=Somewhat Agree**

**D=Strongly Disagree**

**Office Use Only**

Total number of:

A: \_\_\_\_

C: \_\_\_\_

B: \_\_\_\_

D: \_\_\_\_

Subtotal \_\_\_\_

Subtotal \_\_\_\_

Pass

Fail

- A B C D 1. I don't know what I am really good at.
- A B C D 2. I have always wanted to do other jobs but I am not sure I can.
- A B C D 3. Learning how to do certain tasks is a real struggle for me
- A B C D 4. Sometimes I feel like the things I'm interested in doing aren't the things I am good at.
- A B C D 5. I struggle with what to say when an employer asks me about something negative in my background
- A B C D 6. I won't apply for a job at a business unless I know they are hiring.
- A B C D 7. I have gone on several job interviews recently but did not get the job.
- A B C D 8. My health gives me a lot of problems.
- A B C D 9. There are some jobs I cannot do because of my health or physical problems.
- A B C D 10. I have a child/family member who has a physical disability and/or illness that requires much care.
- A B C D 11. My medication could affect my job performance.
- A B C D 12. I have had to quit a job because of a health-related problem.
- A B C D 13. I have been arrested or convicted of a crime other than traffic violations.
- A B C D 14. I will soon go to court or sentencing.
- A B C D 15. I have to do community service hours as part of a court sentence.
- A B C D 16. I am going to court soon on a family matter.
- A B C D 17. I am driving a car without mandatory insurance and/or an expired license.
- A B C D 18. I am on probation or parole.
- A B C D 19. I need to get my driver's license.
- A B C D 20. I would like to become a United States' Citizen.
- A B C D 21. I need a copy of my social security card, birth certificate or other record and don't know how to get it.
- A B C D 22. Getting from place to place can be a real problem for me.
- A B C D 23. I hope I am still living in the same place in a month.
- A B C D 24. I do not have reliable daycare with which I am comfortable.
- A B C D 25. I do not have easy access to a telephone.
- A B C D 26. I worry about whether I'll have the money to keep my utilities turned on.
- A B C D 27. I do not own an alarm clock.

- A B C D 28. My family and I are better off on public assistance than if I worked.
- A B C D 29. My friends or family tries to talk me out of getting a job or training.
- A B C D 30. Caring for a family can be almost too much to bear.
- A B C D 31. If my partner did not want me to work or go to school, I would probably quit.
- A B C D 32. I cannot count on my family to give me a ride, watch my child, or loan me money if I need it to stay in school.
- A B C D 33. Managing time is not my strong point.
- A B C D 34. 911 has been called to break up a family argument.
- A B C D 35. I cannot use my past employers as a reference.
- A B C D 36. Asking for help on the job is a sign of being weak.
- A B C D 37. I think it's okay to take off time from work for personal reasons.
- A B C D 38. I have been fired from a job or have quit without giving notice.
- A B C D 39. I have held a couple jobs for less than three months.
- A B C D 40. If my child was sick, I would not go to work.
- A B C D 41. I'd rather quit a job than do something I don't think I should have to do.
- A B C D 42. When someone makes me angry, I get even.
- A B C D 43. I find it difficult to take criticism without feeling hurt.
- A B C D 44. I seem to be late more than I am on time for things.
- A B C D 45. I have attended school/training before that did not help me.
- A B C D 46. I had to leave high school before completing.
- A B C D 47. I often do not understand what I read.
- A B C D 48. I have trouble reading or understanding the daily newspaper.
- A B C D 49. I don't really have any important goals I can think of.
- A B C D 50. I cannot think of anything I have done that makes me feel really proud.
- A B C D 51. I am not feeling too good about myself right now.
- A B C D 52. I often sleep too much or too little.
- A B C D 53. Things often seem so hopeless.
- A B C D 54. I set goals, but I give them up if they get too hard.
- A B C D 55. I frequently get excited about doing something but lose interest easily.
- A B C D 56. I am having a hard time handling a change in my life.
- A B C D 57. My family or friends complain about my drinking or getting high.
- A B C D 58. My driving record includes a conviction for DUI.
- A B C D 59. I have gotten in trouble at work because of drugs or alcohol.
- A B C D 60. It's hard for me to quit drinking or getting high because most of my friends do.
- A B C D 61. I've noticed that I can drink more than I used to without feeling its effects.