



Senior Employment Program Pre-Application and Questionnaire

Directions: Please complete the following application. Once you have completed the pre-application, submit the completed pre-application to the SCSEP Office for review (13 West 7th Street Covington, KY 41011).

To be considered for enrollment in NCOA SCSEP program, individuals must:

- Be at least 55 years or older
- Be currently unemployed
- Meet low income eligibility family guidelines for past 12 months
- Live in NCOA County of Service

Name: _____ Date of Application: _____

Personal Information:

Age: _____ Date of Birth: _____ Social Security Number: _____

County of Residence: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Home

Highest Level of Education:

Some High School High School Diploma Some College College Graduate

Sex: Male Female

Email Address: _____

Race: _____

Please Check All That Apply:

Homeless Veteran Spouse of Veteran At Risk of Being Homeless

Have you been employed in the last six months? Yes No

Availability and Preferences for Training: Please Check All that Apply

Monday Tuesday Wednesday Thursday Friday

Household Status:

Marital Status: Single Married Widowed Divorced

Do you have any dependents? Yes No If so, how many? _____

Approximate Family Income for the past 12 Months: \$ _____



Please Check All that Apply and Write Income:

- | | | | |
|---|----------|---|----------|
| <input type="checkbox"/> Wages from a Job | \$ _____ | <input type="checkbox"/> Food Stamps | \$ _____ |
| <input type="checkbox"/> Social Security Retirement | \$ _____ | <input type="checkbox"/> Social Security Disability | \$ _____ |
| <input type="checkbox"/> Pension | \$ _____ | <input type="checkbox"/> SSI | \$ _____ |
| <input type="checkbox"/> Unemployment Benefits | \$ _____ | <input type="checkbox"/> VA Disability/Retirement | \$ _____ |
| <input type="checkbox"/> Other Monthly Income | \$ _____ | | |

Barriers to Employment: Please check all that apply

- Computer/Keyboarding Skills
 - Lack of Office Experience
 - Lack of Transportation
 - No GED/Diploma
 - Low Self-Esteem
 - Ex-Offender (Convicted or pled guilty to a crime excluding traffic violations)
 - Live in county of persistent unemployment
 - Other: _____
-

Type of Employment Seeking:

Type of Training Site Desired: Please check all that apply

- Administrative
- Janitorial
- Childcare
- Data Entry
- Grounds Keeping
- Food Service
- Education/After School Care
- Case Management
- Other: _____

I certify that the information that I have provided on this document is accurate.

Printed Name

Signature of Applicant



Senior Employment Program Pre-Enrollment Questionnaire

Name: _____ Date: _____

This questionnaire is to determine the types of jobs you are seeking outside of this program, and to determine if and how our training program could prepare and assist you in getting those or other types of jobs.

I would like to reenter the workforce: Yes No

1. How did you find out about the program?

- A friend/family member
- Career Center/One Stop
- Local Agency
- Other _____

2. List three jobs you would like to have.

3. What type of employment are you seeking?

- Full-Time
- Part-Time
- PRN

4. Do you need assistance in creating an up-to-date resume?

- Yes
- No

5. How would you rate your interviewing skills on a scale from 1-10 (10 being best)

- 1 2 3 4 5 6 7 8 9 10

6. Do you have a limit on the amount of money that you can make at a job? If so, what is the limit? \$ _____

7. Which of these situations do you have, that may be making it difficult for you to get a job? (Select all that apply)

- Age Discrimination
- Family Obligations
- Lack of Reliable Transportation
- Frequent Appointments
- Felony or multiple misdemeanors in last 10 years
- Lack of relevant job skills
- Lack of housing
- Lack of proper work clothes
- Need dental work/eye glasses
- Physical/Functional limitations
- Below 8th Grade Education
- English is your second language
- Other: _____

8. If you were to enter the program, could your benefits be affected?

- Yes
- No

9. What job did you have in the past that you really enjoyed?

10. Have you ever been asked to leave a job? If so, why?

11. Please rate your computer skills from 1 to 10 (10 being most proficient):

- Microsoft Word _____
- Email _____
- Internet Searching _____
- Cell Phone Usage _____
- Job Applications online _____

12. What motivates you to find employment? Check all that apply

- Pay the Bills
- Contribute to the workforce
- Be around others
- Extra Spending Money
- I am not looking to find employment

13. Which of the following do you hope to gain from enrollment in this program? Check all that apply.

- Help finding a job
- Assistance with updating resume
- Learning basic computer skills
- GED
- Help with applying for positions online
- Learning how to interview
- Gain self-confidence
- Professional Interview Outfit
- Income to pay a few bills
- Help with overcoming the situations you checked in question #7

14. Northern Kentucky CAC offers many opportunities for assistance. Please check any programs you are interested in learning more about.

- Youth Build
- Lincoln Grant Scholar House
- Head Start/Early Head Start
- Energy Assistance
- First time homebuyers
- Money Management
- Weatherization

15. What questions do you have for us?
