# Employment Planning Worksheet

**Date available** for work:

**Three jobs I would like** to apply for right away:

1.

2.

3.

**Cities/locations** I am willing to work in:

1.

2.

**I want** *(use an ‘X’ to mark two)*:

  Permanent work

  Full-time work

  Temporary work

  Part-time work

**Minimum acceptable pay**: $      per hour

**Preferred shifts** *(use an ‘X’ to mark)*:

  Days (1st shift)

  Evenings (2nd shift)

  Overnights (3rd shift)

**Benefits I must have** *(use an ‘X’ to mark)*:

  Health insurance

  Paid time off

  Life insurance

Other:

Do I have a **valid driver’s license** *(mark correct answer with an ‘X’)*?   Yes   No

Do I have **transportation to work** *(mark correct answer with an ‘X’)*?   Yes   No

If **No**, how will I get to and from work?

**Physical limitations** as noted by doctor *(use an ‘X’ to mark)*:

  Lifting restricted

  Limited sitting or standing

  Low noise level

  Wheelchair accessible

  Clean air (no dust or fumes)

Other:

**Cultural accommodations** needed:

I want *(use an ‘X’ to mark)*:

  Close supervision

  Some supervision

  Little supervision

  To supervise others

I prefer to *(use an ‘X’ to mark)*:

  Work alone

  Work with others