



College of Alameda CalWorks

Job Skills Intake-One Stop Referral

555 Ralph Appezato Memorial Pkwy, Alameda, CA. 94501

Phone Number (510) 748-2258

Name: _____ Date of Entry: _____
Last First M.I

Student ID _____ SSN _____ DOB _____

Address _____
Street City Zip Code

E-Mail: _____ Primary Contact Number: _____

Student Orientation/Intake Date: _____

Student Profile

- Reliable and punctual with an excellent attendance record
- Flexible and willing to assume additional responsibilities
- Able to work independently or in a team-oriented environment
- Maintain a positive, professional attitude with customers
- Dedicated to achieving personal and professional goals
- Problem solver with the ability to prioritize tasks
- Excellent written and oral communication skills
- Quick learner
- Bilingual - able to conduct business in both _____ and English
- Enthusiastic and enjoy meeting new people
- Strong interest in helping and working with others
- Motivated to learn new skills through on-the-job training
- Well-organized and detail minded
- Strong mechanical aptitude
- Proficient in Microsoft Office/List other Programs and Databases

Work History: List most recent job first:

EMPLOYER'S NAME: _____

CITY ,STATE: _____

EMPLOYMENT DATES: _____

JOB TITLE: _____

EMPLOYER'S NAME: _____
CITY ,STATE: _____
EMPLOYMENT DATES: _____
JOB TITLE: _____

EMPLOYER'S NAME: _____
CITY ,STATE: _____
EMPLOYMENT DATES: _____
JOB TITLE: _____

EMPLOYER'S NAME: _____
CITY ,STATE: _____
EMPLOYMENT DATES: _____
JOB TITLE: _____

EMPLOYER'S NAME: _____
CITY ,STATE: _____
EMPLOYMENT DATES: _____
JOB TITLE: _____

- Referral to One Stop Center**
- Resume attached**
- Student completed One Stop Center Orientation**