

**Center for Empowerment and Employment Training
(CEET)
Intake Form**

Date: _____ Staff Person: _____

Ward _____

Are you a returning participant to this program: Yes No

Approximately Date(s) of previous enrollment: _____

Program: ABE ASE ESL Family Literacy Workplace Other _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Okay to call: Yes No

Work Phone: _____ Okay to call: Yes No

Cell Phone /Pager #: _____

Emergency Contact: _____ Phone: _____

Date of Birth: _____ Birthplace: _____

Native Language: _____ Speak Write Read

Gender: Male Female

Employer: _____ Position: _____

Do you have children? Yes No Ages of children: _____

Are you a single parent? Yes No Need childcare? Yes No

How many years in school: _____ City/State/Country of last school: _____

If less than 12, please take the attached GED Survey

Tested for learning disabilities? Yes No Unknown Findings of test: _____

Special education Yes No Age entered special education: _____

Vision Problems : Yes No Unknown Need glasses, but doesn't have Yes No

Hearing Problems Yes No Unknown Stroke or major head injury? Yes No

Member of counseling, residential, or other program (including educational) _____

Social / Case Worker: _____ Phone: _____

Have you ever taken the GED before? Yes No If yes, when? _____

Do you have, or have ever had a substance abuse problem:? Yes No

Need Transportation: ? Yes No Metro Bus Car Other

Demographic Information

U.S. Citizen

Yes No

Education

- Grades 0-4
- Grades 5-8
- Grades 9-11
- High School Diploma
- Some college
- Not available

Employment Status

- Employed
- Unemployed
- Retired
- Other: _____

Public Assistance Status

- Not Receiving Public Assistance
- TANF Recipient
- Food Stamps
- Refugee Cash Assistance
- Old-Age Assistance
- General Assistance
- Aid to the Blind
- Totally Disabled

Disability Status

- Disabled
- Not Disabled

Displace Homemaker

- Yes
- No

Occupation

- Professional
- Clerical
- Technical
- Agriculture
- Homemaker
- Sales
- Student

Signature: _____

Voting Behavior

- Registered to vote
- Not registered to vote
- Registered to vote, but never voted

Income

- \$ 5,000 and under
- \$ 5,000 - \$9,999
- \$10,000 - \$14,999
- \$15,000 - \$19,999
- \$20,000 - \$24,999
- \$25,000 - \$40,999
- \$ 41,000 or more
- Public Assistance
- SSI
- Not Available

Ethnicity

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, Not Hispanic Origin
- White, Not Hispanic Origin
- Multiple Ethnicity

Referral Source

- TV/Radio
- DDS
- Friend / Family
- Employer / School
- Library
- Other Adult ed. Org. _____
- Other agency: _____
- Literacy Hotline
- Church
- Poster / ad
- PR talk / presentation
- Special event
- Newspaper
- Phone Book
- Other
- Not available

Date: _____

WRITTEN SURVEY FORM

Name: _____

Date: _____

Address: _____

Phone: _____

Please answer the questions below:

1. What was the last grade you completed? _____
2. What factors were involved in your decision to leave school? _____
3. Have you had any further education or training since then: _____
4. Have you ever taken the GED test before? _____
5. What if you don't attain your GED on your first attempt. _____
6. Why do you want to participate in this program _____
7. Daily attendance and punctuality are required. How will you achieve this? _____
8. What are your goals after completing this program? _____
9. _____
Have you ever used a computer before? Circle YES NO
10. If yes, what have you used the computer for and how do you rate skill?
