



**Senior Employment Resources
4201 John Marr Drive, Suite 236
Annandale, VA 22003-3204**

**Phone: 703-750-1936
E-mail: office@seniorjobs.org**

Dear SER Registrant:

Welcome to Senior Employment Resources (SER). I hope that your contact with us will be pleasant and will result in your finding a job.

SER is a private, nonprofit organization staffed mostly by volunteers who are dedicated to making sure that mature workers are not simply shelved and forgotten. The office is open from 9:00 AM until 4:00 PM, Monday through Friday. If you wish to leave a telephone message at other times, please use our voice mail and your call will be returned as soon as possible. You may also contact us by e-mail at office@seniorjobs.org.

To briefly summarize what we do:

1. Job development by mail and telephone with area employers, soliciting and aggregating jobs into the job bank, which is kept up to date and is constantly changing. The most recent job orders are posted on our Website at **www.seniorjobs.org**.
2. Jobs are coded and matched, by computer, against the codes that are placed on your file. The staff will telephone as many registrants as they can when they are able to make these computer matches. **ALL CLIENTS ARE URGED TO CHECK OUR WEBSITE AND/OR COME TO THE OFFICE PERSONALLY AND FREQUENTLY BECAUSE JOB MATCHERS ARE USUALLY NOT ABLE TO MATCH ALL YOUR UNIQUE QUALIFICATIONS.**
3. Resume preparation is available for \$20.00 for Fairfax County residents and \$50.00 for non-residents. We do not charge for a resume consultation or review.
4. Intake counselors (the people with whom you talk at registration) can offer suggestions concerning where and how to look for work and advise you about how to use the job bank.
5. All jobs are for SER registrants only. Please do not use SER jobs for friends or relatives.
6. Computer instruction is available in the SER office. For details, see Sue Allan. If you wish to practice on a computer, just call the office to reserve a time.

Since we are short of telephone lines, we request that if you need to make a local call when you are at our office, please obtain permission from the receptionist. We will copy job orders for you – just ask for help.

We work hard for you and do our best to help you find a job. When you do, SER would gratefully appreciate a tax deductible donation.

Sincerely yours,
Sue Allan
M. Susan Allan
Executive Director

P.S. If you would like to volunteer your services in counseling, job matching or clerical support, let us know.

SENIOR EMPLOYMENT RESOURCES

CLIENT REGISTRATION

NAME: _____
Last First MI

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

RESIDE IN FAIRFAX COUNTY: Yes _____ No _____

PHONE: _____ ALTERNATE PHONE: _____

BIRTHDATE: ____/____/____ E-MAIL ADDRESS: _____

SINGLE: _____ MARRIED: _____ MALE: _____ FEMALE: _____

HOW DID YOU LEARN ABOUT SER? _____ YOUR COUNTRY OF ORIGIN? _____

US CITIZEN? (Yes or No) _____ GREEN CARD: _____ WORKING VISA: _____ SPEAK SPANISH? (Yes or No) _____

DO YOU HAVE ANY PHYSICAL LIMITATIONS? (Yes or No) _____

DO YOUR LIMITATIONS AFFECT YOUR JOB CHOICE? (Yes or No) _____

Education: Indicate the highest year of education completed: _____

College Degree: _____ Dates: _____ Major: _____

Graduate Degree: _____ Dates: _____ Degree: _____

Licenses: _____

Job Status: Career Military Retired? _____ Veteran: _____ US Government Retired: _____ Date: _____

Security Clearance: Active? _____ Past? _____ Date? _____

Office Skills: Words Typed Per Minute _____ Shorthand _____ Use A Computer? _____

Type of Software Used _____

Work Preferences: 1st & 2nd choice: _____ Full-time: _____ Part-time: _____

Will You Work (Yes or No): Evenings: _____ Nights: _____ Weekends: _____

Lowest Acceptable Salary: Yearly: \$ _____ Hourly: \$ _____

List the Geographic Area(s) in the Metropolitan Area Where You Will Work:

Answer Yes or No to the following:

Do You Drive? _____ Have A Car? _____ Health Benefits Needed? _____

Experience (If you don't have a resume, please complete this experience block, list most recent employment first.)

Title of Position: _____ Employment Dates: _____

Company Name & City: _____

Describe BRIEFLY Major Elements of Your Job: _____

Title of Position: _____ Employment Dates: _____

Company Name & City: _____

Describe BRIEFLY Major Elements of Your Job: _____

List Jobs That You Are Willing To Have and Feel Qualified to Do (**this is very important**):

1. _____ 2. _____ 3. _____

Do You Have Hobbies, Skills, Personal Interests or Volunteering That You Feel Would Help You In Your Job Search? _____

Areas In Which You /Would Like Assistance:

- (R) Resume development, revision _____
- (I) Job interviewing techniques _____
- (S) Job search techniques _____
- (E) Language assistance, ESL, etc. _____
- (J) Other job skills _____

Race/Ethnic Origin, Check One:

- White Not Hispanic _____
- Black Not Hispanic _____
- Hispanic _____
- American Indian or _____
- Alaskan Native _____
- Asian or Pacific Islander _____
- Middle Eastern _____
- Other/Not Reported _____

FAIRFAX COUNTY RESIDENTS ONLY INCOME CATEGORIES –
CIRCLE ONE IF APPLICABLE

Household Size (number of persons)	Extremely Low Income (30% MSA*)	Low Income (50% MSA*)	Low/Moderate Income (80% MSA*)
1	\$18,250	\$30,450	\$39,550
2	20,900	34,800	45,200
3	23,500	39,150	50,850
4	26,100	43,500	56,500
5	28,200	47,000	61,000
6	30,300	50,450	65,550
7	32,350	53,950	70,050
8+	34,450	57,400	74,600

*Washington, D.C., Metropolitan Statistical Area (MSA) Median Family Income is \$84,800.

**Select Household Size, then go directly across to select appropriate income level.
(Ask your counselor for assistance, if necessary!)**