

## JOB INFORMATION FORM

### Employment Information

Business: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

### Job Information

Job Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Company Benefits: \_\_\_\_\_

Co-workers: Name	Job

Uniform: \_\_\_\_\_

Breaks: \_\_\_\_\_

Lunch: \_\_\_\_\_

### Employee Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_



SEQUENCE OF JOB DUTIES

\_\_\_\_ Daily Jobs

\_\_\_\_ Jobs vary each day

Approximate Time

Task/Job Duty

Day of Week

<u>Approximate Time</u>	<u>Task/Job Duty</u>	<u>Day of Week</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Quality Control Issues (Production Rates, Accuracy, etc.): \_\_\_\_\_  
\_\_\_\_\_

Possible Adaptations: \_\_\_\_\_  
\_\_\_\_\_

Potential Natural Supports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_