



# JOB MATCHING FORM

*Connecting Workers and Employers*

Date: \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
**Social Security Number**

## PERSONAL DATA

FIRST NAME	MIDDLE INITIAL	LAST NAME
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**Confidential (Check Yes or No)**  
 \_\_\_ Yes, Employer will not see contact information of applicant on state job bank.  
 \_\_\_ No, Employers will see contact information on state job bank, and can contact applicant.

## GEOGRAPHIC PREFERENCES

Western Massachusetts (Check all that apply)	Areas outside of Western Massachusetts	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Boston	<input type="checkbox"/> Metro Boston
<input type="checkbox"/> Hampshire County	<input type="checkbox"/> Cape Cod & Islands	<input type="checkbox"/> Northeast MA
<input type="checkbox"/> Hampden County	<input type="checkbox"/> Worcester	<input type="checkbox"/> Southeast MA
<input type="checkbox"/> Berkshire County	<input type="checkbox"/> No Preference	<input type="checkbox"/> Out of State

## JOB GOALS

List career or job goals: Indicate the job title or description of jobs preferred.

1. Job title or description:

2. Job title or description:

3. Job title or description:

## SKILLS AND QUALIFICATIONS

Please list marketable skills and qualifications. Skills/qualifications: (What top three skills pertain to your current goal? Ex.: Bi-lingual, supervisor, etc.)

1.)

2.)

3.)

## EMPLOYMENT PREFERENCES

Check all that apply:  Part-time  Full-time      Shift:  First  Rotating  Second  Split  Third      Expected Pay \$\_\_\_\_\_ (required)

## HOW FAR YOU ARE WILLING TO TRAVEL TO WORK?

Check the maximum distance you are willing to travel in each direction to work.  Local  0-25 miles  26-50 miles  Greater than 50 miles

Language Skills: (Please list all languages that you are fluent in speaking and writing.)

Technical skills: (List all that apply) Examples: Art, cooking, electrical, mechanical, computer, scientific, mathematical, etc.

1.)

2.)

3.)

4.)

Keyboard speed: \_\_\_\_\_ Keystrokes: \_\_\_\_\_ Driver's License (Class type): \_\_\_\_\_