



# Career Counseling Services Intake Form

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

Rank: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Unit: \_\_\_\_\_

MOS: \_\_\_\_\_

DoD#: \_\_\_\_\_

## 1. Career Standards Summary

- Have you received a CSFL Overview brief?      YES      NO
- Have you received an Individual Development Plan (IDP) Overview brief?      YES      NO
- Have you registered with E-Benefits?      YES      NO
- Do you have a resume?      YES      NO
- Do you have a cover letter?      YES      NO
- Do you have a valid driver's license?      YES      NO

## 2. Financial Summary

- Have you received a Blended Retirement System Brief?      YES      NO
- Have you received a Financial Literacy brief?      YES      NO
- Do you have a 12 Month Budget?      YES      NO
- Are you planning to file for Unemployment?      YES      NO

## 3. Highest Level of Education?

High School Diploma      Associates'      Bachelors'      Graduate      Other

Field of Study? \_\_\_\_\_

GPA: \_\_\_\_\_

## 4. Any Special Certifications?

Certification

Certification Number

Certification Expiration

5. Field of work you are interested in pursuing?

6. What was your last salary? What salary range will you be seeking?

7. Immediate challenges you may be facing that you want us to know about?