



Client CCCI Report

Client Name: Client Five
NEDP ID: N005683
Date Submitted: 10/27/2022

Agency: 0 Rolling Hills Adult School
Advisor: Site Staff
Recommendation: _____

Employment/Workforce Training Skills

A. Current Employment - Are you presently employed?	Yes
Job title:	Arby's Line Cook
Company name:	Arby's
Address:	549 Main St., Capital City, MN
Supervisor's name:	Paul Botts
Briefly describe your duties and responsibilities using descriptions from O*NET where applicable.	cook food, prep, clean workspace
How long have you held this job?	From: 11/01/2020 To: 10/27/2022
How many hours per week do you work?	20-25
How many months per year do you work?	12
Prior to this job, did you hold any other jobs with this employer?	No
Supervisor's name:	
Briefly describe your duties and responsibilities using descriptions from O*NET where applicable.	
How long have you held this job?	From: - To: -
How many hours per week do you work?	
How many months per year do you work?	
B. Previous Employment - Please list any job (s) with previous employers and when you have held them.	Burger World - kitchen cook
Employer:	Burger World

Dates worked:	From: 01/01/2020 To: 06/01/2020
Job title:	
Employer:	
Dates worked:	From: - To: -
Job title:	
Employer:	
Dates worked:	From: - To: -
C. Job Training - Have you had any job training?	Yes
What was it?	Welding
Where were you trained?	Capital Career Center
How long was the training?	1 year
When were you trained?	2016
Did you receive a certificate upon completion?	No
D. Certificates - Do you hold any current workforce skills licence(s) or certificate(s)?	No
What license(s) or certificate(s)?	
By whom was it issued? (i.e., New York State)	
When was it issued?	
When does it expire?	
E. Volunteer Work - Do you give, or have you given, time to volunteer activities?	No
Position:	
Organization name:	
Address:	
Contact name:	
Briefly describe your duties and responsibilities.	

How long have you held this volunteer position?	From: - To: -
How many hours per week do you volunteer?	
How many months per year do you volunteer?	
F. Military Service - Have you served in the military?	No
In which branch did you serve?	
Did you have any special training while in military service?	
If yes, please describe:	
Please describe your general duties while in military service:	
G. Self-employed - Do you currently own your own business?	No
Company name:	
Address:	
Briefly describe your business including products and services.	
How long have you owned this company?	From: - To: -
Briefly describe how you market your business, including such strategies as website, advertisements, business cards, and social media accounts.	
Briefly describe how you document that income was realized for the business, such as examples of contracts, receipts for services, or tax forms.	

Specialized Skills

Do you have any special skills or talents (e.g., art, music) that are different from those needed to perform your job or home responsibilities?	Yes
If yes, please describe:	welding
Have you used your special skills or talents for income or have you displayed or performed your talents for others outside of the home and beyond family and friends? ?	
If yes, please describe:	
Do you have, or have you had, any hobbies?	

If yes, what are they?	
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Training and Education Plans

Do you plan to enter any job skills training after earning your high school diploma?	Yes
If yes, what type of job skills training will you seek?	advanced welding
Do you know where you plan to enroll?	No
If so, where?	
Do you plan to attend college after earning your high school diploma?	No
Have you taken any college courses?	No
If yes, where and when?	
Did you complete the courses required to earn a certificate or degree?	
If yes, when was it issued? If applicable, when does the certificate expire?	

Personal and Management Skills

How many years have you had experience with or been responsible for the management of a household?	0
Identifying educational alternatives for children such as childcare, preschool, and K-12 options	Not Responsible
Purchase, selection, and use of home appliances including the use of warranties, cost-quality trade-offs, selecting a reliable dealer, evaluation of the features offered, credit terms, contracts, and use and care of the product	
Contract maintenance for utilities, cell phones, and the Internet	Responsible
Develop a plan for retirement including income, housing, insurance needs and options, and recognizing and planning for healthy lifestyles in retirement	Not Responsible
Researching the benefits of legal documents such as wills, trusts, Power of Attorney, and Health Care Directives	Not Responsible
Development of wills, trusts, estate planning, and elder care issues and resources	Not Responsible
Household budget planning including the selection, purchase, and monitoring of health care plan(s); selection, purchase and monitoring of insurance plan(s); and planning for retirement	Not Responsible

Home mortgage, including identification of home loan products	Not Responsible
Overseeing consumer advocacy issues for the family (such as implementing strategies to avoid identify theft	Not Responsible