

Maryland State Department of Education  
**Division of Rehabilitation Services**  
**Employment Services Referral Form**

**Participant Name:** \_\_\_\_\_ **Participant ID:** \_\_\_\_\_

**Participant Phone:** \_\_\_\_\_ **Participant Email:** \_\_\_\_\_

**Participant Address:** \_\_\_\_\_

**See attached:**

- ☐ Supporting Documentation necessary to assist with Job Development
- ☐ CRP required referral, if applicable
- ☐ DORS IPE
- ☐ Beginning the Job Search: Consent for Disclosure Form

**Career Goal from IPE:** \_\_\_\_\_

**Related Career Interests:** \_\_\_\_\_

**Reasonable accommodations necessary:** \_\_\_\_\_

**Desired level of employment:** ☐ Full time ☐ Part time

**Describe job seeking activities already initiated (may attach resume/DORS Placement Plan):**

**Additional agencies involved:**

- ☐ American Job Center ☐ Social Services ☐ Workers' Compensation
- ☐ Benefits Counseling Provider: \_\_\_\_\_

**Referred for Service:** ☐ Job Development

**Job seeking activities requested (check all that apply):**

- ☐ Job trials/job shadowing
- ☐ Assistance with applications
- ☐ Assistance with employer follow-up (e.g., thank you letters after interviews)
- ☐ Use of personal employment network in job search
- ☐ Resume update
- ☐ Other: \_\_\_\_\_

☐ **Short-term/intensive job coaching hours**

- ☐ Individual requires short-term job coaching
- ☐ Individual requires intensive hours prior to transition to DDA Funding
- ☐ Individual requires intensive hours prior to transition to BHA Funding
- ☐ Individual requires intensive hours prior to transition to Natural Supports

**Note:** Using the [Employment Services Progress Report \(RS-7d\)](#), the CRP will maintain an employment services log, including job development prep, job development activities (weekly person-to-person job search and interview assistance); job coaching support; and development of natural supports.

## Job Ready Checklist

A number of factors impact an individual's readiness to enter the workforce in addition to their actual job specific skills. "Job ready" is a dynamic and continuous process to be assessed throughout the course of rehabilitation. The following checklist is a guide for counselors to determine areas that should be addressed in rehabilitation planning.

For each item, check off if the individual demonstrates ability in that area. Areas not checked off would then be areas that may need development in order for the individual to be job ready.

- ☐ Demonstrates acceptable workplace behaviors and a positive work attitude.
- ☐ Demonstrates preparedness for job interview:
  - ☐ Exhibits effective communication skills to interact in job interview setting.
  - ☐ Exhibits appropriate personal hygiene and attire.
- ☐ Has transportation: type, reliability, and ability to use (specify):  
\_\_\_\_\_
- ☐ Has plans in place for child care.
- ☐ Has stable housing.
- ☐ Received benefits counseling; demonstrates knowledge of how working will impact public benefits.
- ☐ Demonstrates ability to complete a written and online job application independently.
- ☐ Possesses a resume that highlights job specific skills and a list of job references.
- ☐ Is prepared to provide prospective employer with necessary documentation/explanation, as appropriate to the job:
  - ☐ Criminal record – demonstrates bonding eligibility
  - ☐ Drug Screening
  - ☐ Driving record or personal identification
- ☐ Is able to discuss disability and reasonable accommodations, if needed.
- ☐ Has reliable means for employer to contact the consumer.

Additional information (include details for any of the questions or responses above):

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Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Consumer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Discussed via phone call. Signature not available.

**Attach:** Job Ready Page (AWARE); DORS Placement Plan (RS-7e) if applicable.  
Required for Short-Term Employment Job Coaching unless CRP has own referral form.