

*Please fax (617-349-6357) or mail this form to CEP, 51 Inman St, Cambridge MA 02139. We will contact you in 1-2 days to confirm receipt. We will sign you up for an orientation on a space-available basis. Please feel free to call with questions: 617-349-6166*

## Cambridge Employment Program (CEP) Pre-Registration Form

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ Are you 18 or older? \_\_\_\_\_  
(if not, we can refer you for other services)

Best time and method of contacting: \_\_\_\_\_

Have you ever received CEP services? \_\_\_\_\_ Which staff: \_\_\_\_\_

=====

Please check ( ✓ ) the appropriate response:

Do you live in public housing? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you receive rental assistance (e.g., Section 8) from the Cambridge Housing Authority? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is your current or most recent or best job? \_\_\_\_\_

Do you have a resume (either a current resume or an old one)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you know what kind of job you would like to get, tell us: \_\_\_\_\_

\_\_\_\_\_

What kind of assistance would you like from CEP:

\_\_\_\_\_ career counseling

\_\_\_\_\_ help looking for jobs

\_\_\_\_\_ help with a resume

\_\_\_\_\_ help with cover letters

\_\_\_\_\_ help filling out job applications

\_\_\_\_\_ help with interviewing

\_\_\_\_\_ help getting into job training (if so, what kind? \_\_\_\_\_ )

Have you registered and received assistance at Career Source? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Do Not Write in  
This Space**

Orientation Date:

\_\_\_\_\_

Contact history:

\_\_\_\_\_

Orientation  
Confirmation Call:

\_\_\_\_\_