



# CAREER WORKSHEET

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

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

Show us how much you know about your career and how excited you are to start working towards it. If you use additional paper, be sure to put your name at the top of each page.

*Please note: **Once accepted into the Capital IDEA program, changing your career choice requires approval.** Participants must notify their assigned Career Counselor of career training changes. This notification needs to be in writing and will require Capital IDEA approval.*

1. Which career are you applying to be sponsored in? \_\_\_\_\_

2. Why are you interested in this career (please give as many reasons as you can)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List at least *four* specific job duties that employees in this field perform.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Please describe the working conditions for your career (will you be working inside or outside, days or nights, sitting or on your feet, working with people or alone, etc.)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any of the conditions you listed challenge you, why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. What is the pay range for someone *entering* this field? \_\_\_\_\_

6. List (3) specific employers that hire individuals in your career of choice? (hint: if you don't know any, try looking up the career in the phone book)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Your College Degree Plan

Most students will attend Austin Community College (ACC) – time to visit their website: [www.austincc.edu](http://www.austincc.edu).

If your program is not offered at ACC, find out which school is approved by Capital IDEA for training in that field. Answer the below questions based on the information available on that school's program.

7. What degree or certification level will you need to complete to enter your chosen career field?

\_\_\_\_\_

8. List 3 pre-requisite classes you will have to take for your degree:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

9. List 3 additional classes, specific to your degree, that you will have to take:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

10. Does your degree plan have a required Orientation or Information Session?  YES  NO

If yes, when is the next one?: \_\_\_\_\_

11. Who is the Department Chairperson?: \_\_\_\_\_

**12. Required for Applicants with Criminal Backgrounds.** There are strict guidelines in some careers that require licensing – including most healthcare careers and trades. Persons with criminal backgrounds must research their career choice with the appropriate licensing agency and submit proof that they would be allowed to practice in their chosen career. Contact the appropriate licensing agency to find out if you are eligible to work in your chosen career field. You may need to submit a letter or an application to one of the agencies below as part of the process.

*Having a criminal record will not disqualify you from Capital IDEA but may limit your career choices. Only the Licensing Board can tell you if you will be allowed to work in your chosen career.*

<b>Texas Department of Licensing and Regulation (TDLR)</b> Telephone: (512) 463-6599 Toll-Free (in Texas): 800-803-9202 <a href="http://www.license.state.tx.us/index.htm">http://www.license.state.tx.us/index.htm</a> (Look for the drop down menu to select your chosen career).	<b>Board of Nurse Examiners</b> (512) 305-7400 <a href="http://www.bon.state.tx.us">http://www.bon.state.tx.us</a>
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