

This document should be submitted to the Vocational Rehabilitation (VR) Counselor at least two (2) business days prior to pending job start date, or as early as possible. The VR Counselor must be consulted prior to acceptance of job.

Date (month, day, year)	Identification number	Name of VR Counselor	Name of VR Counselor	
Name of consumer		Name of provider		
Title of job being offered				
Name of employer				
Location (number and street, city, state, and ZIP code)				County
Rate of pay	Job start date (month, day, year)	Hours per week		Hours to be worked
Work days				
Benefits				
Job description attached? (Check or	If "no" job description is	If "no" job description is attached, you must attach a completed		
☐ Yes ☐ No task analysis / job du				
Signature of customer / guardian			Date (month	n, day, year)
Signature of Employment Consultant			Date (month	n, day, year)
Approved by VR Counselor (Signature)			Date (month	n, day, year)
Not Approved by VR Counselor (Signature)			Date (month	n, day, year)