

NEW CLIENT FORM

4529 Honeygrove Rd., Suite 304 Virginia Beach, VA 23455
(757) 306-9100 voice/fax (757) 560-0357 cell/voice

CLIENT'S NAME _____ DATE _____
AGE _____ DATE OF BIRTH _____ GENDER ___ M ___ F

EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE (____) _____ May we *discretely* contact you at this number? ___ Y ___ N

WORK PHONE (____) _____ EXT _____ May we *discretely* contact you at this number? ___ Y ___ N

CELL PHONE (____) _____ May we *discretely* contact you at this number? ___ Y ___ N

MARITAL STATUS _____ If you have children, number & age(s): _____

EMPLOYER _____ OCCUPATION _____

RESUME (Please consider bringing a copy – even an old version or draft – to the first session.)

BRIEFLY DESCRIBE THE CONCERNS THAT ARE BRINGING YOU TO CAREER COUNSELING:

WHAT CULTURAL OR FAMILY BACKGROUND INFORMATION IS IMPORTANT TO YOU AS YOU MAKE A CAREER TRANSITION?

WHAT FACTORS DO YOU THINK MIGHT STAND IN THE WAY OF YOUR CAREER SUCCESS?

LIST 2-3 THINGS YOU WOULD LIKE TO GAIN FROM YOUR CAREER COUNSELING EXPERIENCE:

- 1.
- 2.
- 3.

CLIENT FINANCIAL STATEMENT OF AGREEMENT

As your career counselor, I believe in providing confidential services to assist you; therefore, I wish to clarify the following policies which are important to understand before you enter into a contractual agreement with me. The terms and conditions are as follows:

- 1. I understand my financial responsibility extends to total charges and I do not waive my personal responsibility. Insurance does not generally cover career counseling, so I agree to pay for services as rendered. **Face-to-face sessions must be paid in cash, credit card or by check.**
- 2. If I do not provide sufficient notice (**24 hours**) to cancel an appointment reserved for me, I may be charged the full fee. This charge must be paid before my next appointment.
- 3. Should I request **Dr. Suzan Thompson** to make a court appearance (or such appearance is subpoenaed by the court), I understand that **Dr. Suzan Thompson** will charge for such appearance(s), documents preparation, travel, consultation with court officers and waiting time, at the current fee schedule rate for court services.
- 4. A special fee agreement can be made only with my career counselor. If not adhered to and if I am delinquent for sixty (60) days, the special agreement becomes null and void and full payment of the balance is immediately due. All costs of collection, court costs, and reasonable attorney fees will be my responsibility.

My signature acknowledges that I have read the above contract and agree to comply with its terms. I understand that services with Dr. Suzan Thompson are *fee for service* and agree to make payments directly to her.

A photocopy or facsimile of my signature is to be as effective and valid as the original. **Please make a copy of this form for your records.**

CLIENT OR LEGAL GUARDIAN

DATE

Who referred you? _____ May Dr. Thompson contact them to say thanks? ___ yes ___ No

NOTE: Please BRING this printed form with you to the first session.

Suzan K. Thompson, Ph.D., LPC

Licensed Professional Counselor

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Information & Consent Form for Career Counseling

I look forward to working with you in career counseling! This document is designed to inform you about my background and to ensure that you understand our professional relationship. As a full-time counselor, consultant and workshop presenter, I help people make life transitions. My areas of specialty include career and life improvement, personal growth, problems with self-esteem, as well as depression, grief/loss and anxiety difficulties. I work primarily with adults and college students.

In 1995, I received a doctoral degree (Ph.D.) in Counselor Education from the University of Virginia. Since completing my master's degree in counseling in 1986, I have worked as a career counselor and therapist. From 1986 to 1989, I was a career counselor at Washington University in St. Louis, and then became Associate Director of Career Services at the College of William and Mary from 1989 to 1991. From 1996 to 2000, I worked for Old Dominion University in Norfolk, as a therapist in the Counseling Center. Since 1997, I've taught as an adjunct faculty member in ODU's Counseling Program; I became a full-time faculty member in 2005. In January 2000, Beach Counseling and Career Services was founded.

I have been a Licensed Professional Counselor (LPC) since 1996 (Virginia License #0701002375). I have also been a nationally certified counselor (NCC) since 1994. Listed as a resource in the world's best-selling career manual *What Color is Your Parachute?*, I've been trained by Parachute, Inc. to provide career transition services to groups and organizations.

COUNSELING SERVICES OFFERED & THEORETICAL APPROACH

People can make better decisions if they have enough information and understand how something works. Here are a few aspects of career counseling and personal coaching as I see and practice it:

Career counseling includes your active involvement: together we will assess your values, skills, lifestyle preferences as well as work behaviors, feelings, and thoughts related to career planning. It is important that you are willing to work within the sessions as well as between sessions. Although we may use career assessments, and inventories, there are no "magic pills" or instant, painless and passive cures for career satisfaction. Instead, there will be exercises, journaling or writing, research, or other projects to work on between sessions. More than likely, you may have to work on your understanding of your values and attitudes about work and understand what it takes to make transitions. Sometimes change will be easy and swift, but more often, it will be slow and deliberate; your efforts may need to be repeated.

I take a holistic approach to career counseling that includes viewing how work and home life might be related. I use a variety of resources as I work with individuals. There are many career- and job-oriented resources available and I encourage you to research possibilities as a part of our work. The career transition process is essentially 4 phases:

1. SELF-ASSESSMENT – assessing your values, skills, and life-style preferences
2. EXPLORATION – generating and finding out about your options
3. DECISION-MAKING – sorting through information to decide on a good match
4. JOB SEARCH SKILLS – resume writing, using the most effective job search strategies, & interviewing

You may work through one or more phases quickly; others may take more time. Ultimately, it will be up to you to take the steps toward achieving any goals we set between sessions, but you can count on my support in this process!

As we work together, we will develop a plan and agree to both adhere to it. Periodically, we will evaluate our progress and, if necessary, redesign our plan for sessions, goals, and methods. We will also discuss ways you can implement tasks and goals between sessions. This work can help you gain valuable skills and thoughtful growth while you are engaged in career counseling.

As with any intervention like career counseling, there are both benefits and risks associated with it. Risks might include experiencing uncomfortable levels of feelings like sadness, guilt, anxiety, anger, or frustration. Please note that it is impossible to guarantee any specific results regarding your career goals. However, we will work to achieve the best possible results for you.

I do not take on clients who, in my professional opinion, I cannot help using my skills and the techniques I have available. I believe that those people I *do* choose to work with are essentially psychologically and emotionally "healthy" who have the courage to seek career counseling for their challenges. I enter the career counseling relationship with optimism and an eagerness to work with you.

Suzan K. Thompson, Ph.D., LPC
Licensed Professional Counselor

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Use of Technology in Counseling

We live in a time of easy use of technology. Although email and cell phone texting are invaluable resources, certain issues may arise regarding electronic communications that apply to our work in counseling.

I am willing to receive/reply to email or texts in cases when you would like to use either of these electronic communications to schedule/change an appointment or update me between sessions. Please keep the following in mind about both email and texts:

- Compared to a phone call or face-to-face communication, emails and texts lack the benefit of real time personal interactions such as verbal tone, inflections and visual cues. For these reasons it is usually best to discuss most matters in the office.
- **Emails are not appropriate if you are experiencing a crisis or having suicidal thoughts. If you are having a crisis or feeling suicidal and cannot reach me by phone, please call 911 immediately.**
- While I will make every effort to protect my email and texting, I can provide no assurance of their confidentiality or security.
- I may not check my email every day. So if you are canceling an appointment for the same or next day, it is best to call my phone and leave a message.
- If emails are extended or frequent, charges may be applied for the time.

Finally, I do not accept requests for social networking like Facebook, MySpace, Linked-In or Twitter. The sharing of such information may result in a violation of your mental health care privacy and confidentiality because I cannot control the many layers of who views the information that is available on such pages.

I value our work together and appreciate your cooperation with these guidelines. Please sign below that you understand and agree with the above email and texting policy.

Signature

Date