

## JOB-READINESS PROGRAM APPLICATION

## Part 2: Program Referral Form

This document includes the **Referring Organization** information. This is Part 2 of the Job-Readiness Program Application. Applications will not be considered complete until referral information is submitted by the organization, church, or individual who is referring potential participants to our Job-Readiness Program. The full application document (including part 1) may be found by visiting [www.heartisans.org/our-program](http://www.heartisans.org/our-program)

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### How to submit this form:

**BY EMAIL:**

Follow the directions below to submit this document as an email attachment.

- 1) Complete the PDF form in the browser and save the finished document to your device with your changes.
- 2) Email the completed document as an attachment to [kendrah@heartisans.org](mailto:kendrah@heartisans.org)

**IN-PERSON:**

Follow the directions below to submit this document in person.

- 1) Do one of the following:
  - a) Complete the PDF form in the browser and save the finished document to your device with your changes. Print the finished document.
  - b) Download the unfinished PDF to your device and print to complete by hand.
  - c) Visit Heartisans Marketplace (3501 Gilmer Road, Longview, TX 75604) to receive a printed form and complete by hand.
- 2) Visit Heartisans Marketplace (3501 Gilmer Road, Longview, TX 75604) and turn in this form in person to Amy Hollins.

*Please do NOT submit this form through the mail.*

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**Begin form on page 2**

## 1. Referral Organization Information

Name of woman you are referring: \_\_\_\_\_

Your Organization/Church Name: \_\_\_\_\_

Director/Pastor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name of person writing referral: \_\_\_\_\_

Position at referring organization: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How do you assess the applicant's character and moral integrity?

What specific needs does the applicant have that you are aware of?

In your opinion, how serious is the applicant about completing the training and establishing a career?

Why do you feel the applicant is a good fit for Heartisans program?