



Culinary Job Training Program

Community Agency Referral

Agency: _____

Address: _____

Office Telephone: _____ Fax: _____

Contact Name: _____ Title: _____

Email Address: _____

Cell: _____ Date of Referral: _____

Name of client referring to the CJT Program: _____

Why is the client currently under your care: _____

How long have you been working with the client? _____

How often do you communicate with the client? _____

How often do you meet with the client? _____

What agencies do you collaborate with for the betterment of the client and in what capacity?

1. _____

2. _____

What are the client's goals (short term/long term)?

1. _____

2. _____

What are the client's current challenges?

1. _____

2. _____

Reason for Referral: _____

PLEASE TURN OVER

What are the challenges you are working on with the client? (If any)

1. _____

2. _____

DCKK is a training program, and will not take the place of any social service agency the client is/will be utilizing. Are you willing to maintain collaborative support (maintain an open line of communication, attend meetings, etc.) with DCKK to promote the overall well-being of the client?

Yes

No

Are there any restrictions that would prohibit/interfere with the client's ability to participate Monday through Friday from 8 AM to 5 PM?

Yes

No

If so, please specify the restrictions and include the times of day:

Additional Enclosures:

- Summary of the client's psychosocial assessment
- Consent of release signed by client

Signature

Date

APPLICANTS: Please note that if you do not have a point of contact to any community services, you should have someone write you a **letter of recommendation instead of fill out this form**. That person should be a past mentor, supervisor (volunteer/professional), or teacher. It can also be a clergy member.

This letter should include 3 parts:

- 1) How does the reference know the applicant? How has the reference seen the applicant work/volunteer/learn?
- 2) What **barriers** is the applicant facing to employment? Can the reference speak to these barriers?
- 3) Why is the applicant a viable candidate for DCKK's Culinary Job Training program?