

CULINARY JOB TRAINING PROGRAM | AGENCY REFERRAL FORM



Agency: _____

Address: _____

Office Telephone: _____ Fax: _____

Contact Name: _____ Title: _____

Email Address: _____

Cell: _____ Date of Referral: _____

Name of client being referred to 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?

What are the clients goals?

PLEASE TURN OVER

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What are the clients current challenges?

Reason for referral: _____

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

DC Central Kitchen's Culinary Job Training 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 (maintaining an open line of communication, attend meetings, etc.) with DCCK to promote the overall wellbeing 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 filling out this form**. That person can be a past mentor, supervisor (volunteer or professional), teacher or clergy member. The 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 those barriers?
3. Why is the applicant a viable candidate for DCCK's Culinary Job Training program?