

3 Cups of Coffee® Referral Form

3 Cups of Coffee® is a unique mentoring opportunity focused on workforce development. The program pairs under- or un-employed men and women with a volunteer mentor who is a professional in their mentee's desired job sector(s). The mentor and mentee meet three times over a six week period to discuss issues such as professional networking, job interviewing, and career planning. Further information is available on Britepaths' website, <https://britepaths.org/3CupsofCoffee>. **PLEASE NOTE THAT THIS IS NOT A JOB PLACEMENT SERVICE OR PROGRAM.**

In order to qualify for the 3 Cups of Coffee® program, a prospective mentee must:

Initials

- ____ 1) Have a minimum of a high school diploma or GED;
- ____ 2) Have basic computer skills, reliable internet access, and a professional-looking email address;
- ____ 3) Have a reliable source of transportation;
- ____ 4) Be in the process of having her record expunged if she has a criminal record;
- ____ 5) Have specific career goals and/or a desired job sector identified;
- ____ 6) Be highly motivated to find employment and committed to completing the three mentoring sessions of the program;
- ____ 7) Have a current completed resume; and
- ____ 8) Have a professional demeanor, positive attitude, and respectful behavior toward program staff and volunteer mentors.

If your client meets these requirements and is interested in the program, complete the information below:

Name of Client: _____

Client's email: _____ Phone: _____

Client's Current Place of Employment: _____

Client's Job Title: _____

Referring Agent's Name: _____ Agency: _____

Referring Agent's Email: _____ Phone: _____

**Please direct all questions and referrals to: Jill Beres, Workforce Development Manager,
jberes@britepaths.org, office 703-273-8829 ext. 102 fax 703-273-7131**