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**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**