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**Network UpReferral Form**

Network Up is a short term mentoring opportunity that 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 between two and five times over a two-month period to discuss issues such as professional networking, job interviewing, and career planning. **PLEASE NOTE THAT THIS IS NOT A JOB PLACEMENT SERVICE OR PROGRAM.**

Client’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Current Place of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referring Agent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referring Agent’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Receives:**

TANF Section 8 SSI Disability Food Stamps Other Assistance Head of Household

Has Health Insurance?

$\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_\_ No\_\_\_\_\_

Employed? Yes\_\_\_\_\_ No\_\_\_\_\_ Income: $\_\_\_\_\_\_\_\_\_\_

Other income (i.e. child support/alimony): $\_\_\_\_\_\_\_\_\_\_

**Income Level:** Extremely Low Income Low Income

(Check one)

Very Low Income Exceeds Income

|  |  |  |  |
| --- | --- | --- | --- |
| **Household Size** | **Extremely Low Income** | **Very Low Income** | **Low Income** |
| 1 | $24,650 | $41,050 | $54,250 |
| 2 | $28,150 | $46,900 | $62,000 |
| 3 | $31,650 | $52,750 | $69,750 |
| 4 | $35,150 | $58,600 | $77,450 |
| 5 | $38,000 | $63,300 | $83,650 |
| 6 | $40,800 | $68,000 | $89,850 |
| 7 | $43,600 | $72,700 | $96,050 |
| 8+ | $46,400 | $77,400 | $102,250 |

***In order to participate in Network Up, a prospective mentee must meet the requirements below. Please initial all:***

\_\_\_\_ 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.

**Please direct all questions and referrals to:**

**Jill Beres, Workforce Development Manager,**

[**jberes@britepaths.org**](mailto:jberes@britepaths.org)**, office 703-273-8829 ext. 102 fax 703-273-7131**