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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***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.

**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**