# Logo, company name Description automatically generated

# Please email this referral to our Work Ready email at [workready@signalcenters.org](mailto:workready@signalcenters.org).

# For questions, please call Joyce Jackson or Selah Melvin at (423) 994-3192.

# Work Ready Referral

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|  | |
| Date: | |
| **REFERRING AGENCY INFORMATION** | |
| Name of Referring Staff: | Agency Name: |
| Work Phone (ext. if applicable): | Address: |
| Email Address: |  |
| **APPLICANT INFORMATION** | |
| Name: | |
| Address: | |
| Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Best time to reach:   * Morning * Noon |
| E-mail: | Gender: |
| Date of Birth: | Race: |
| Are you a citizen of the United States?  Yes No | Did you receive a high school diploma, GED or HiSet?  Yes No |
| Do you have at least one child 18 yrs. old or younger (or 19 yrs. and still in high school)?  Yes No | Do you live in Tennessee?  Yes No |
| Have you ever been justice involved?  Yes No | If yes, please explain: |
| **RESOURCE INFORMATION** | |
| Are you receiving any of the following services: Please circle all that apply.  TennCare Public Housing  SNAP/Food Stamps Housing Choice Voucher/Section 8  Unemployed Free or Reduced Lunch | |
| **AVAILABLITY** | |
| Are you available for up to 15 hours of paid internship (9 AM- 12 PM)?  Yes No | |
| What day(s) are you available to intern? Please circle all that apply.    Monday Tuesday Wednesday Thursday Friday | |
| Are you available for college course work three days each week (1 PM- 3PM)?  Yes No | |

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| **FOR WORK READY STAFF ONLY** | |
| Case Manager Name: | Date Received: |
| Eligible for WRP: Yes/No | If not, were additional services provided? Yes/No |
| Case Manager Signature: | Date Completed: |