# Logo, company name  Description automatically generated

# Please email this referral to our Work Ready email at 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 HousingSNAP/Food Stamps Housing Choice Voucher/Section 8Unemployed 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: |