



**CAREER GEAR**  
CareerGear@samaritanministry.org



<b>Skyland Workforce Center</b> 2509 Good Hope Rd. SE Washington DC 20020 T: (202) 793-2141 F: (202) 793-2157	<b>Northwest DC</b> 1516 Hamilton Street NW Washington DC 20011 T: (202) 722-2280 F: (202) 722-2288	<b>Anacostia/Southeast DC</b> 1345 U Street SE Washington DC 20020 T: (202) 889-7702 F: (202) 889-7705	<b>Arlington/Northern Virginia</b> 2207 Columbia Pike Arlington VA 22204 T: (703) 271-0938 F: (703) 271-0941
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**A SUIT & A SECOND CHANCE**

**CLIENT REFERRAL FORM:** Fax or Email to Career Gear at least 24 hours in advance to obtain an appointment.

**CLIENT'S INFORMATION**

FIRST: \_\_\_\_\_ LAST: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ SOCIAL SECURITY NUMBER (LAST FOUR): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

EDUCATION COMPLETED: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

# OF CHILDREN YOU HAVE: \_\_\_\_\_ CHILDREN IN CUSTODIAL CARE: \_\_\_\_\_

CURRENTLY USING PUBLIC ASSISTANCE ( MEDICAL, FOOD STAMPS, HOUSING): YES: \_\_\_\_\_ NO: \_\_\_\_\_

HAVE YOU EVER BEEN INCARCERATED?: YES: \_\_\_\_\_ NO: \_\_\_\_\_ MILITARY SERVICES: YES: \_\_\_\_\_ NO: \_\_\_\_\_

**PART 1: REFERRAL INFORMATION**

AGENCY NAME: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

**REASON FOR SUITING APPOINTMENT: (SECTION MUST BE COMPLETED)**

JOB TRAINING \_\_\_\_\_ JOB INTERVIEW \_\_\_\_\_ EMPLOYMENT \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ COMPANY PHONE #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ POSITION: \_\_\_\_\_

**CLIENTS WILL NOT BE SUITED IF THEY ARRIVE LATE OR DO NOT HAVE AN APPOINTMENT.  
CAREER GEAR WILL GIVE CLIENTS A 15 MINUTES GRACE PERIOD**

**FOR CAREER GEAR USE ONLY**

APPOINTMENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_