



# TRAINING FUTURES REFERRAL FORM

To qualify for Training Futures, your income must be at or below the income guidelines.

A client must qualify according to the statements below.

Please check each box that applies to you.

- I have lived in the U.S. for at least one year.
- I am a resident of Virginia. (One year Virginia residency required for federal grant to pay for NOVA credits).
- I am committed to excellent attendance 9:00 a.m. to 2:00 p.m., Monday through Friday, the 6-month cycle.
- I understand being absent or tardy more than twice is unacceptable behavior that is not permitted at Training Futures.
- I am committed to taking a full-time job at the end of the program cycle.
- I am over 19 years old with a minimum of 9<sup>th</sup> grade (middle school grade level) test ability in basic English and math.
- I have a high school diploma or GED.
- I have reliable child care plus back-up child care identified (*if applicable*).
- I am able to add a 27-hour per week commitment to my work schedule and family needs.
- I have an aptitude for and an interest in computer/clerical work, with an ability to concentrate for long periods of time.
- I am ready to comply with professional etiquette and dress code for the corporate setting (we have a clothing bank).
- I am free from substance abuse for one year and attending NA/AA meetings if appropriate.
- I am willing and able to use public transportation if a car is unavailable.
- I am a U.S. Citizen.
- I am a Permanent Resident with a Green Card.
- I am in the U.S. on Asylum.
- I have a Work Permit (Work Permit will not qualify for a federal grant to pay for college credits).
- I am committed to the full 6-month Training Futures program, and I would not drop out if a full time job was offered.
- I am able to pay \$350.00 book fee (in full payment or installment payment plan).
- I am currently working at an hourly wage, or when last employed my wages were \$ \_\_\_\_\_ per hour.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Upon my signature below, I hereby attest that the above information I furnished is true and correct.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Only people who meet the above-mentioned requirements are eligible for the Training Futures Intake process. Intake lasts from 8:45 a.m. to 2:00 p.m. and involves a two-hour Math/English test, Program Orientation, completion of an application form, and a personal interview.*

Referral forms should be emailed or faxed to:

**Training Futures**  
**Rini Victor, Program Assistant**  
**Phone: 571-748-2864**  
**Fax: 703-448-1634 (Be sure to address cover sheet to me.)**  
**Email: rvictor@nvfs.org**

**8603 Westwood Center Drive, Suite 300, Vienna VA 22182**