



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 am a resident of Virginia.
- I have a high school diploma or GED.
- I am over 20 years old with a minimum of 7th grade (middle school grade level) test ability in basic English and math.
- I have an aptitude for and an interest in computer/office support work, with an ability to concentrate for long periods of time.
- I am committed to excellent attendance 9:00 a.m. to 2:00 p.m., Monday through Friday, the 6-month cycle.
- 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 committed to taking a full-time job at the end of the program cycle.
- I understand being absent or tardy more than twice is unacceptable behavior that is not permitted at Training Futures.
- I am able to add a 27-hour per week commitment to my work schedule and family needs.
- I am ready to comply with professional etiquette and dress code for the corporate setting (we have a clothing bank).
- I have reliable child care plus back-up child care identified (*if applicable*).
- I am willing and able to use public transportation if a car is unavailable.
- I am free from substance abuse for one year and attending NA/AA meetings (*if applicable*).
- I am a U.S. Citizen.
- I am a Permanent Resident.
- I have a Work Permit.
- I am in the U.S. on Asylum.
- 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: _____

Referral Source/Agency Representative: _____ 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.

An intake appointment last from 8:45 a.m. to 2:00 p.m. and involves:

- Completion of an application form
- Program Orientation
- Two-hour Math/English assessment
- Consultation with staff

Referral forms should be emailed or faxed to:

Training Futures, NVFS
 Rini Victor (*Outreach & Program Coordinator*)
 Phone: 571-748-2864 (direct), 571-748-2860 (main), 703-448-1634 (fax)
 Email: rvictor@nvfs.org
 Location: 8603 Westwood Center Drive, Suite 300, Vienna VA 22182