

# CLIENT REFERRAL FORM

OFFICE USE ONLY	Interview Suit	Employment Suit		
	Spoke w/Client			
	# Not in Svc			
	Left VM			
	Left msg w/person			

**Referral Agency must attempt to call the office to schedule an appointment for the client before sending the form. Please fill out the form below and submit by email or fax, preferably at least 72 hours in advance of the preferred appointment day.**

**Appointment**

**First Visit Appt. Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Day of the week:** Mon Tues Wed Thu Fri Sat  
**Time:** 9:00am 10:00am 11:00am 1:00pm 2:00pm 3:00pm 4:00pm 5:00pm 6:00pm

**Part 1: Agency Information**

Referring Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Alt #: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Reviewed client guideline and signed?  Yes  No

**Part 2: Client Information**

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 Alternate Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Family Status: Number of children/dependents? \_\_\_\_\_ Do they live with client? All Some None

- |                                   |   |  |  |   |                                    |
|-----------------------------------|---|--|--|---|------------------------------------|
| <b>Age Range</b>                  | <b>Education completed:</b>                       | <b>Housing:</b>                            | <b>Public Assistance:</b>                  | <b>Ethnicity:</b>   | <b>Marital Status:</b>             |
| <input type="checkbox"/> Below 18 | <input type="checkbox"/> 10                       | <input type="checkbox"/> Rent              | <input type="checkbox"/> TANF              | <input type="checkbox"/> African American                   | <input type="checkbox"/> Single    |
| <input type="checkbox"/> 18-24    | <input type="checkbox"/> 11                       | <input type="checkbox"/> Home Owner        | <input type="checkbox"/> Food Stamps       | <input type="checkbox"/> Asian                              | <input type="checkbox"/> Married   |
| <input type="checkbox"/> 25-30    | <input type="checkbox"/> 12 (no diploma)          | <input type="checkbox"/> Homeless/Shelter  | <input type="checkbox"/> Medicaid/Medicare | <input type="checkbox"/> Latina, Hispanic or Spanish origin | <input type="checkbox"/> Divorced  |
| <input type="checkbox"/> 31-40    | <input type="checkbox"/> HS Diploma/GED           | <input type="checkbox"/> Public Housing    | <input type="checkbox"/> Public Housing    | <input type="checkbox"/> Caucasian                          | <input type="checkbox"/> Separated |
| <input type="checkbox"/> 41-50    | <input type="checkbox"/> Some college (no degree) | <input type="checkbox"/> Group Home        | <input type="checkbox"/> WIC               | <input type="checkbox"/> Caribbean or African               | <input type="checkbox"/> Widowed   |
| <input type="checkbox"/> 50+      | <input type="checkbox"/> Tech/Vocational School   | <input type="checkbox"/> Work Release      | <input type="checkbox"/> Utilities         | <input type="checkbox"/> Native American                    |                                    |
|                                   | <input type="checkbox"/> Certifications: _____    | <input type="checkbox"/> Living w/relative | <input type="checkbox"/> Child Care        | <input type="checkbox"/> Other: _____                       |                                    |
|                                   | <input type="checkbox"/> 2 yr Degree: _____       |  | <input type="checkbox"/> SSI/SSID          |   |                                    |
|                                   | <input type="checkbox"/> 4 yr Degree: _____       |  | <input type="checkbox"/> VA Benefits       |   |                                    |
|                                   | <input type="checkbox"/> Some Grad School         |  | <input type="checkbox"/> Worker's Comp     |   |                                    |
|                                   | <input type="checkbox"/> Grad Degree: _____       |  | <input type="checkbox"/> Other: _____      |   |                                    |

**Client Size (please circle sizes):**

Suit Size: 0 2 4 6 8 10 12 14 16 18 20 22 24 26 28 3x 4x-up petite tall  
 Shoe Size: 5 5.5 6 6.5 7 7.5 8 8.5 9 9.5 10 10.5 11 11.5 12 wide narrow

**Part 3: Employment**

**Interview Suiting – to prepare for:** Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 an interview for a job  a training program  
 an interview for a job placement, internship, clinical position  
**Employment Suiting – to prepare for:** Industry/Job Title/ Position: \_\_\_\_\_  
 a new job  a new placement, internship, clinical or practicum  
 Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Industry/Position: \_\_\_\_\_

(PERSONAL SHOPPER USE ONLY)									
Interview Suit	SUIT	BLOUSE	PANTS	SKIRT	BLAZER	HANDGBAG	SCARF	HOSIERY	JEWELRY
Color:	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Pantyhose	<input type="checkbox"/> Necklace
Size:	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Knee Hi's	<input type="checkbox"/> Earrings
Quantity:	_____	_____	_____	_____	_____	_____	_____		<input type="checkbox"/> Bracelet
<b>Personal Shopper (Print):</b> _____									
Employment Suit	SUIT	BLOUSE	PANTS	SKIRT	BLAZER	HANDGBAG	SCARF	HOSIERY	JEWELRY
Color:	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Pantyhose	<input type="checkbox"/> Necklace
Size:	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Knee Hi's	<input type="checkbox"/> Earrings
Quantity:	_____	_____	_____	_____	_____	_____	_____		<input type="checkbox"/> Bracelet
<b>Personal Shopper (Print):</b> _____									

# CLIENT GUIDELINES

**Please be advised of the following policies when visiting Dress for Success Greater Orlando. It is important to adhere to these guidelines; if you fail to follow these guidelines, Dress for Success will ask for you to reschedule your appointment. This may require you to go back through your caseworker.**

1. **Do not bring your children, spouse, family, or friends. IF A FAMILY MEMBER OR FRIEND IS YOUR SOURCE OF TRANSPORTATION, THEY MUST DROP YOU OFF AND PICK YOU UP – THE BOUTIQUE IS OPEN TO CLIENTS ONLY. Your appointment will take approximately 45 minutes to one hour.**
2. Be on time. If you cannot make your appointment or you are running late, please call (407)628-0506 and advise a Dress for Success Greater Orlando staff member.
3. You MUST have a confirmed appointment, written referral or verbal referral by a Dress for Success Greater Orlando member agency. You are not allowed under any circumstances to go to Dress for Success Greater Orlando on your own accord; all scheduling for your first appointment must be done through your Dress for Success Greater Orlando member agency.
4. Do not use cell phones during appointment. As in an interview, the phone should be turned off.
5. Maintain good hygiene, as you will be trying on clothes.
6. Do not bring food or beverages.
7. Maintain a professional attitude at all times. Personal shoppers are volunteers please treat them with respect at all times.
8. These Guidelines along with a photo ID must accompany every client in order to receive services from Dress for Success Greater Orlando.

**\*\*After you land a job contact Dress for Success Greater Orlando directly to schedule an appointment to receive additional employment attire. \*\***

The information on this form is collected for Dress for Success only. The data is needed for statistical purposes so that we can get a realistic picture of who is benefiting from our services. I \_\_\_\_\_ (state full name), give consent to the referring agency to disclose this information to Dress for Success Greater Orlando, on my behalf.

Dress for Success Greater Orlando can:

- Use my name, photograph and story in any of its publications or promotional materials?  Yes  No
- Undertake follow up interviews with me for research?  Yes  No
- Use my contact details to contact me about future programs and events?  Yes  No

**I have received a copy of the Guidelines and I understand the terms.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DIRECTIONS:

Dress for Success Greater Orlando is located at 901 W. Webster Ave, Portable 43 Winter Park, FL 32789. We are located near the corner of Denning Dr. and Webster Ave on the campus of Winter Park Tech (across from Winter Park Village). We are located in the back near the gravel parking lot and you should see the sign on the gate.

### From Downtown Orlando (Colonial Dr.)

- Turn onto Mills Ave/US 17-92, heading N
- Turn right on Webster Ave.
- Turn left on Denning Dr.
- Make a left at the 2nd entrance
- Park in the gravel lot near the back fence

### From I-4 West (Altamonte/Lake Mary area)

- Take I-4 West towards Tampa
- Take Exit 88, Lee Rd.
- Turn left onto Lee Rd.
- Turn right onto Orlando Ave/US 17-92
- Take first left onto Webster Ave.
- Turn left onto Denning Dr.
- Make left at the 2<sup>nd</sup> entrance
- Park in the gravel parking lot near the back fence

### From I-4 East (Kissimmee/St.Cloud)

- Take I-4 East towards Daytona Beach
- Take Exit 87, Fairbanks Ave.
- Turn right onto Fairbanks Ave.
- Turn left onto S. Orlando Ave/US 17-92
- Turn right onto Webster Ave.
- Turn Left on Denning Dr.
- Make a left at the 2<sup>nd</sup> entrance
- Park in the gravel lot near the back fence

### Bus Route from Downtown Bus Station

- Take bus #102
- Exit at Denning Dr. & Webster Ave.
- Walk straight back to gravel lot near the back
- We are located in the portable at the end of the parking lot