

## REFERRAL ORGANIZATION APPLICATION

The mission of Bottomless Closet is to promote economic self-sufficiency by providing interview skills, business clothing, and ongoing career development and support programs to economically disadvantaged New York City women. Organizations seeking to make referrals should (1) complete this application, (2) read and sign the Referral Organization Agreement, and (3) provide a brochure or other literature describing your organization.

Name of Organization: \_\_\_\_\_

Name of Employment Program (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

General Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Address: \_\_\_\_\_

Organization purpose: \_\_\_\_\_

Employment programs provided: \_\_\_\_\_

Constituency Served: \_\_\_\_\_

Are there any financial/income eligibility requirements to receive these services? \_\_\_\_\_

If so, what are they? \_\_\_\_\_

Estimated number of clients that will be referred each month: \_\_\_\_\_

Will referrals come from the above location? \_\_\_\_\_ If not, please list other locations:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Name, title, and phone of contact person(s) coordinating referrals (please note program locations):

(1) Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

(2) Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

(3) Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

(These individuals will make appointments, fill out referral forms, and provide any additional information.)

I hereby authorize \_\_\_\_\_ will act as a Referral Organization for  
(Name of Organization)

Bottomless Closet in accordance with the policies set forth in the Referral Organization Agreement.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

(This individual should be either the organization's Executive Director or applicable Program Director and will be responsible for providing reports on client employment.)