



CHICAGO WORKFORCE CENTER, NORTHSIDE

4740 North Sheridan Road* Chicago, Illinois 60640* 773-334-4747

JOB READINESS WORKSHOP REFERRAL FORM

The purpose for this form is to indicate that you have completed the necessary workshop(s). As mentioned, workshops are required and must be approved by one of the following staff: *Intake Specialist, Career Manager, and/or Placement Specialist*. Please request signature of approval when completing the workshop and forward the referral form to your Intake Specialist and/or to the appropriate staff member (Career Manager or Placement Specialist).

Customer's Name _____

	Workshop	Education Department	Intake Specialist	Assigned Career Manager	Placement Specialist	Date Completed
1.	Getting to Know Yourself					
2.	Opening the Doors to Employment					
3.	Selling Yourself to Employers Resume Writing Workshop					
4.	Selling Yourself to Employers Interviewing Workshop					
5.	On the Job Success					

Please Remember: The Chicago Workforce Center, Northside staff has the right to ask you to re-take a specific workshop to better prepare you for the upcoming events relating to employment opportunities and/or educational training and development programs.

Thank you for your cooperation.

CHICAGO WORKFORCE CENTER, NORTHSIDE

Chicago Workforce Centers are Equal Opportunity Employers/Programs. Auxiliary aids and services are available upon request to individuals with disabilities.