

Client Referral Form

PA WORKWEAR
The Career Wardrobe
21 S. 12th Street, Suite #110
Philadelphia, PA 19107
Phone: 215-568-6693
Fax: 215-568-5998

(CLOTHING AGENCY USE ONLY)

Check if entered into database _____
No Show:
Agency/Client called _____ Date _____
Letter sent _____ Date _____

PA WORKWEAR

COMPLETED BY CAO OR EMPLOYMENT AND TRAINING (E&T) CONTRACTOR

Please complete all client data, get CAO approval and FAX to the clothing provider.

CAO or E&T Contractor: _____ Referral Date: _____

CAO/E&T Contact: _____ CAO/E&T Telephone: _____ Ext: _____

Contact Email: _____ Record #: _____

Appointment Date: _____ **Time:** _____

Clients must arrive on time and alone or they will not be suited. NO CHILDREN OR VISITORS ALLOWED.

Client Name: _____ Telephone: () _____

Address: _____ Apt: _____ City: _____ Zip: _____

Date of Birth: _____ Email Address: _____

Interpreter Assistance (indicate language only if individual does not understand English) _____

Describe special attire (including colors): _____

Indicate sizes: Height: _____ feet _____ inches

WOMEN: S M L XL 2XL 3XL _____ Blouse/Jacket _____ Skirt/Pants _____ Maternity _____ Scrubs/Uniform

Shoe size: _____

MEN: S M L XL 2XL 3XL _____ Pants (ie:38x30) _____ Suit Jacket _____ Shirt _____ Scrubs/Uniform

Job Training; Training Provider: _____

Interviewing (Job Search); Potential Employer: _____

Employed; Name of Employer: _____

Position: _____ Start Date: _____

COMPLETED BY CLOTHING AGENCY (INDICATE # OF ITEMS GIVEN)

INTERVIEW - Completed by: _____

SUIT/JACKET: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	BLOUSE/SHIRT: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	PANTS: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	SKIRT: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	SHOES: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	ACCESSORIES: Size: _____ Earrings <input type="checkbox"/> Necklace <input type="checkbox"/> Purchase Items \$: _____
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OTHER ITEMS: _____

COMMENTS: _____

EMPLOYMENT-TRAINING CLOTHING - Completed by: _____

SUIT/JACKET: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	BLOUSE/SHIRT: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	PANTS: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	SKIRT: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	SHOES: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	SCRUBS: Size: _____ Donated <input type="checkbox"/> Purchased <input type="checkbox"/> Purchase Items \$: _____	ACCESSORIES: Size: _____ Earrings <input type="checkbox"/> Necklace <input type="checkbox"/> Purchase Items \$: _____
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OTHER ITEMS: _____

COMMENTS: _____