



## REFERRAL AGENCY AFFILIATION AGREEMENT

Please complete and return to Suit-Up Charlotte!

The purpose of this agreement is to form an affiliation between Suit Up Charlotte and \_\_\_\_\_ (print name of your organization).

We agree to refer job-ready clients to Suit Up Charlotte for interview-appropriate clothing in accordance with the policies and procedures outlined.

Suit Up Charlotte agrees to “Suit Up” clients with dignity and respect. It is the policy to serve all without regard to race, religion, color, creed, national origin, age, marital status, disability, or veteran status. Decisions are based solely on the needs and referring agency of each individual.

On behalf of the organization named above, I apply for inclusion as a Referral Agency with Suit Up Charlotte.

(Signature of Authorized Agency Rep & Date) (Print Name of Organization)

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

Title: \_\_\_\_\_

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

Cerita Lindo,  
Executive Director  
Suit-Up Charlotte

2801 Crisman Street | Suite 103 | Charlotte, NC 28208

980.859.4154 | [www.suitupcharlotte.org](http://www.suitupcharlotte.org)



PLEASE COMPLETE AND RETURN TO SUIT-UP CHARLOTTE!

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

Organization Address (es): \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Primary Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Additional contact(s) authorized to refer clients to Suit-Up Charlotte!

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- What type of job readiness training does your organization provide?
  
- Does your organization assist with the job search?
  
- Incorporation Status \_\_\_\_\_
  
- Estimated number of monthly referrals to Suit-Up Charlotte: \_\_\_\_\_
  
- Please send this form to Suit-Up Charlotte with literature or materials about your organization.

Thank you for your commitment to serve the men in our communities and  
your collaboration with Suit-Up Charlotte



## **SUIT UP CHARLOTTE GUIDELINES FOR CLIENTS**

Welcome!

We look forward to assisting you with your upcoming job interview.  
Please review the following before visiting Suit Up Charlotte!

Clients must have a confirmed appointment to be suited-up. Scheduling can be done through the referral agency.

Clients will be trying on suits and must maintain good hygiene and wear appropriate under garments.

This is a professional appointment and great practice for the job interview. Clients must be on time. Clients who arrive late may need to be rescheduled.

Clients may not bring any guests to their appointments. The only exception is a client with a disability who requires assistance. This is the client's time with the Suit Up Charlotte Style Consultants.

Clients must present a professional attitude.

As in an interview, clients must not use cell phones or any other electronic devices during their appointments. These devices must be turned off, silenced and ignored.

Clients cannot bring any food or beverages into Suit Up Charlotte Haberdashery!

Once suited up, employed or actively seeking employment men are invited and encouraged to register for our Professional Development and Fatherhood Workshops.

To be willing to assist when we give back to others as a Suit Up Charlotte Family.

CLIENT NAME \_\_\_\_\_ DATE: \_\_\_\_\_

CLIENT NAME \_\_\_\_\_

### ESTIMATED MALE CLOTHING SIZE

PLEASE SELECT SIZES THAT APPLY: S M L XL XXL 2XL Other

SHIRT SIZE 13-14 1/2 15-16 1/2 16-16 1/2 17-17 1/2 18-19 20- 22

MALE JACKET SIZE 34-36 38-40 42-44 46-48 50-54 54-56 other \_\_\_\_\_

SHOE SIZE 8 - 9 9 1/2 -10 10 1/2 - 11 11 1/2 - 12 1/2 13- 14 15-16 other \_\_\_\_\_

PANTS SIZE (Waist)

30-32 34-36 38-40 42-44 46-48 50-54 other \_\_\_\_\_

LENGTH OF PANTS LEGS?

28 30 31 32 33 34