



## TRAINING PARTICIPANT REFERENCE FORM

Instructions for organizations submitting a proposal to WorkForce Central: Please use this form to obtain a reference from an individual who has participated in a training program offered by your organization. After filling in the name of your organization below, please send the form to the individual to complete, sign, and return to you. This Reference Form must be included as part of your PDF proposal package.

### **Organization Requesting Reference:**

Instructions for individuals completing the Reference Form: Please answer questions as they relate to your participation in a training program(s) offered by the organization requesting this reference, then sign and return the form to them. WorkForce Central may contact you to verify that you completed this Reference Form. *Thank you very much for sharing your feedback – it is very helpful to our decisions.*

### **Name of Person Completing Reference Form:**

### **City & State of Residence:**

### **Phone Number and/or Email Address:**

**A. Please state the name/type of training program(s) with this organization that you participated in and the dates of participation.**

**B. Please tell us about the training program(s) you participated in, such as the skills learned, length of program, schedule, and what you did and didn't like about the program.**

**C. How did the training program(s) help you meet your goals?**

**D. Do you recommend that this organization receive a training contract from WorkForce Central?**

Yes      No

**If yes, please list up to five reasons that help explain your recommendation:**

1)

2)

3)

4)

5)

**E. Is there anything else you would like to tell us about this organization and/or the training you participated in?**



\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**