**Instructions:**

* **Section I:** (1) Enter the jobseeker’s full name, email address, and HHonors number; (2) Check the box to verify you have approval to submit this request and to signify you understand the current state criteria for participation.
* **Section II:** Provide complete contact information for the representative making the referral (this person agrees to provide follow-up information, when requested).
* **Section III:** This information is being requested for follow-up and reporting on overall program success. Only aggregate program total numbers will be shared with Hilton.
* **SUBMIT COMPLETED FORM TO:** [**Charlie.Palumbo@vec.virginia.gov**](mailto:Charlie.Palumbo@vec.virginia.gov) **and include “Hilton HHonors Referral” in the subject line**

**SECTION I: HHONORS POINTS RECIPIENT**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **HHonors Number** |  |

*By checking this box I confirm the HHonors Points recipient meets current state eligibility criteria for participation.*

**SECTION II: STATE or PARTNER AGENCY REPRESENTATIVE MAKING REFERRAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Title** |  |
| **Email** |  | **Date** |  |

**SECTION III: ADDITIONAL HHONORS RECIPIENT INFORMATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Military Status** | Veteran (Post 9/11)  Veteran (Pre 9/11)  Transitioning Service Member | | | NG/R  Spouse | |
| **Branch of Service** | Air Force  Army | Coast Guard  Marine Corps | | | Navy  USPHS (<http://www.usphs.gov/>) |
| **Military Rank (if applicable)** | Enlisted | | Officer | | |
| **Reason for Referral\***  *Provide additional information such as name of company, position, location, training course, etc.* | Job interview  Training for new job | | Confirmed job search    Other (Explain below) | | |
| \***ADDITIONAL INFORMATION:** | | | | |
| **UI/UCX (optional)** | Currently receiving UI | | Current receiving UCX | | |
| **Other:** | | | | | |

**SECTION IV: APPROVAL (TO BE COMPLETED BY SWA/HILTON POC)**

|  |  |
| --- | --- |
| **APPROVED** | *Date submitted to Hilton:* | **DENIED** | *Reason:* |