



Customer Unemployment Computer or Phone Access Referral Form



For the safety of all, individuals must wear a face cover to enter the center and must keep it on at all times.

(Failure to comply will result in loss of appointment and individual will be required to leave immediately.)

Computer and phone access will be on a self-service basis.

Workforce staff will be present to monitor computer and phone usage only.

Staff **cannot** complete online applications for unemployment benefits.

Individuals are allowed to bring **one** individual to the appointment to assist them. *(No children, please!)*

You will be contacted by phone to schedule your appointment date and time.

Please call 361-578-0341 prior to your appointment if you are not able to attend.

Please complete and answer all of the following:

Name: _____ Date of Birth: _____

Physical Address: _____
Street City State Zip

Home Phone #: _____ Cell Phone #: _____

Do you have a phone? Yes No *If yes, may we send a message by phone?* Yes No

Do you have limited data on you phone? Yes No

Do you have a computer? Yes No *If yes, do you have internet?* Yes No

Computer knowledge: Do you know how to use a computer? Yes Some None

Back up contact information:

If you do not have a phone, please provide the name, phone number and relationship of an individual we may contact to leave your appointment date and time.

Contact Name: _____ Phone Number: _____

Relationship: _____

Signature of individual or person making referral _____ Print Name _____ Date _____

To be entered by Workforce Staff:

Appointment Date: _____ Appointment Time: _____

Workforce Staff Name: _____