

# Referral Agency Partnerships

with

## Suited for Work

Look good | Feel confident



**Suited for Work** complements the work of job placement agencies, community organisations and government departments.

We provide quality appropriate clothing, general presentation advice to help women rebuild their self esteem.

Recently established in Sydney as an incorporated association, **Suited for Work** has set up its showroom in Burwood at Shop 38 – 40 Railway Parade, Burwood. Our services and programs are currently free.

Clients must be referred to **Suited for Work** by an agency, community group or government department who will make the initial appointment on behalf of their client.

These agencies can include job placement agencies, welfare groups, migrant and refugee service groups or church groups, community organisations and government departments.

***While our core goal is to assist women into employment, we welcome clients who may have to dress formally for court appearances, visits to the doctor or child's teacher or any event for which a special outfit is required.***

## INTERVIEW PREPARATION

*Suited for Work* offers business clothing and, if requested, presentation and interview skills to unemployed women wanting to enter or return to the workforce. Clients are referred by job training and placement agencies. They may also be referred by community based not for profit organisations that support disadvantaged women or government departments. The referring agency contacts *Suited for Work* and makes an appointment for the client by phoning 0449 856 079.

Clients returning to employment are encouraged to see their appointment with *Suited for Work* as a formal step in the employment process. *Suited for Work's* clients will have been out of work for a long time. Some may never have had a job, while others may be coming out of prison or detox programs, or be recently arrived refugees.

Each client is assisted by a trained volunteer who suggests suitable clothing from *Suited for Work's* showroom. Clients are provided with one free outfit for their job interview and two additional outfits when they secure their job. To encourage women in this phase of their lives, volunteers attempt to provide head-to-toe outfits, including hosiery, jewellery, scarves, shoes and handbags.

## SPECIAL EVENT PREPARATION

For clients needing an outfit for a special occasion, our volunteers will assist in meeting individual needs.

## Additional information

For additional information on the partnership opportunities **Suited for Work** offers referral agencies and not for profits supporting disadvantaged women, or for any other information about **Suited for Work** and its services and programs, please contact:

**Megan Etheridge**  
Sydney Convenor  
0408 708 717

**Kerri Jacobson**  
Volunteer Convenor  
0401 484 531

[www.sfw.org.au](http://www.sfw.org.au)

**Suited for Work's** approach builds confidence and optimises the potential of women to achieve self-sufficiency. Through this approach, **Suited for Work's** service adds value to the effectiveness of the job training and job-readiness programs provided by referral agencies.

## CAREER AND PERSONAL DEVELOPMENT WORKSHOPS

In the future **Suited for Work** will introduce a series of career and personal development workshops that address the challenges of our clients – women who are looking for work, or newly entering the workforce, and balancing the demands of home and work. Information on these workshops will be provided in **Suited for Work's** emailed newsletter and on the web.

## THE PROCESS

Referral agency:

- 1 Phones **Suited for Work** on 0449 856 079 to make appointment for client
- 2 Gives the client our **Client Partnerships** brochure and Client Data Sheet. Please advise the client they must bring this data sheet to their appointment at the showroom at 38 – 40 Railway Parade, Burwood.