

Technical Opportunities Program CONFIDENTIALITY AGREEMENT

Chicago Women in Trades' Technical Opportunities Program (TOP) is designed to help you, the participant, successfully enter and remain employed in a nontraditional career. The TOP team includes:

CWIT's Adult Services Staff

**Tracey Bailey
Pamyla Berryhill
Marilou Hudacek
Deanna Hodges
Therese Hausner
Jayne Vellinga
Janice Layne**

**Training Site Manager/ Workshop
Dir. of Program Operations
Lead Instructor
Outreach & Client Srvs Manager
Class Coordinator
Dir. of Advocacy & Special Initiatives
Case Manager**

To serve you better, TOP team members may share information you provide to us as needed. Thus, information you have provided to any TOP staff member may be shared with other TOP staff. This sharing of information allows us to work together for your benefit. For example, for the Employment Manager to develop appropriate job leads for you, she must know the skills you have gained in your work with the training and the career goals you have set in your sessions with the Client Services Manager.

In addition to sharing information with TOP staff, the program is obliged to provide basic demographic, program completion, placement and retention information to its funders. In order to offer you this service at no charge, the program has solicited grants and government contracts to cover program expenses. In return, our funders want to know that the program is serving the intended recipients and is achieving desired outcomes. In signing this form, you are giving us permission to contact your employer to confirm employment and to submit this information to our funders.

Outside of the parties described above, information you provide to program staff will be held in strict confidentiality.

I have read the TOP Confidentiality Agreement. I understand that personal information I share with TOP staff members may be shared with other TOP staff and program funders as needed in order to help me reach the goal of successfully entering a nontraditional career.

Client Signature

Date



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