|  |  |
| --- | --- |
| http://sharepoint.dgcouncil.net/services/supportedemployment/Logos/DG%20TAP%20Colour.jpg  **PSI – Links to Work**  **Referral Form** | http://sharepoint.dgcouncil.net/services/supportedemployment/Shared%20Documents/Logos%20and%20Publicity%20Materials/ESF%20Logos/ESF%20logo%20BW.jpg |

**Details of Client**

3-4. Client Name

10. Date of Birth

11. Mobile Phone Number

5 - 8. Address:

9. Post Code:

12. Home Phone Number

13. NI Number

**For office use only**

**For Office use only**

|  |
| --- |
| **Client Ref No** |

14. E-mail Address

**Details of referring agency**

1. Agency Name

2. Name of Worker

Job Role

Mobile Phone Number

E-mail Address

Office Phone Number

Office Address

**Please complete all details on the form fully. The information will be used to assess client eligibility and to prioritise allocation to a Community Link Worker and therefore a lack of information could delay the service response. Incomplete forms will be returned to the referring agency for further details. For advice on completing the form call 01387 260600**

**15. Employment Status**

|  |  |
| --- | --- |
| Unemployed\*\* |  |
| Or |  |
| Inactive, not in education or training\* |  |
| Or |  |
| Economically Inactive\* |  |
| Or |  |
| Employed (including self-employed) |  |

**\*\*Please note: Universal Credit can be claimed by both the employed and unemployed so please check the benefit letter.**

If unemployed, for how long?

|  |  |
| --- | --- |
|  | 0 to 6 months |
|  | 7 to 12 months |
|  | 13 to 24 months |
|  | 25 to 36 months |
|  | For over 3 years |

16. If inactive are you in F/T education or training?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

🗆

**19. Date Last Worked**

|  |  |
| --- | --- |
| 19. Date last worked (if ever) |  |
|  |  |
| 20. Never Worked |  |

**21. Work Programme**

|  |  |
| --- | --- |
| Date identified for referral to Work Able / Work First |  |

**18. Barriers: Which apply to the client?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Migrant, people with a foreign background, minorities (inc. marginalised communities such as Roma) |  | Asylum Seeker |
|  | Primary carer of a child/children under 18 or adult with additional care needs |  | Refugee |
|  | Disabilities (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Primary carer of older person |
|  | Long-term physical illness / condition (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Looked after young person |
|  | Mental health issues (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Criminal convictions |
|  | Low Skills (Qualifications at or below Intermediate 1/General Standard Grade/National 4/NVQ1/ISCED 2 ) |  | No or limited work experience |
|  | Underemployed (involuntary part-time employment) |  | Substance related conditions |
|  | Homeless or affected by housing exclusion |  | 55 Years of age or over |
|  | From Employment Deprived Areas |  | Armed Forces Veteran |
|  | From Remote Rural Areas |  | From Rural Areas |

**17. Eligibility**

|  |  |
| --- | --- |
|  | Living in a jobless household |
|  | Living in a jobless household with dependent children |
|  | Living in a single adult household with dependent children  (Dependent children are 0-17 or 18-24 and inactive) |
|  | Low income employed |

**24. Progress to date with referring agency**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Job Seekers Allowance | |  |  | Council Tax Benefit |
|  | Income Support | |  |  | Educational Maintenance Allowance (EMA) |
|  | ESA (Support Group) | |  |  | Childcare element of WTC |
|  | ESA (Work Related Activity Group) | |  |  | Carers Allowance |
|  | Universal Credit | |  |  | Working Tax Credit |
| Date of Claim for above | |  |  |  | Child Benefit |
|  | Disability Living Allowance (or PIP) | |  |  | Not Eligible for Benefits |
|  | Housing Benefit | |  |  | None |
|  | Child Tax Credit | |  |  |  |

**22. Benefits**

**23. Previous Benefits**

If applicable please select any of the **following** and **provide dates** to show continuous long term unemployment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Benefit |  | Claim Date From |  | Claim Date To |
| ESA |  |  |  |  |
| JSA |  |  |  |  |
| Universal Credit |  |  |  |  |

**25. Other agencies**

Please list all other agencies / services involved with this client (attach continuation sheet if required)

Name

Job Role

Phone

e-mail

Service 1

Name

Job Role

Phone

e-mail

Service 2

Name

Job Role

Phone

e-mail

Service 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Male |  | Female |  |  |

**26. Gender**

**What is your ethnicity?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | White - Scottish |  | Asian - Chinese |
|  |  |  |  |
|  | White - English |  | Asian - Indian |
|  |  |  |  |
|  | White - Welsh |  | Asian - Pakistani |
|  |  |  |  |
|  | White - Irish |  | Asian - Bangladeshi |
|  |  |  |  |
|  | White - Other |  | Asian - Other |
|  |  |  |  |
|  | White - Gypsy/Traveller/Roma |  | Multi-ethnic Background |
|  |  |  |  |
|  | Black - Caribbean |  | Other - Arab |
|  | | | | |
|  | Black - African |  | Other Ethnic Background |
|  |  |  |  |
|  | Black - Other |  |  |

**27. Ethnicity**

|  |
| --- |
| Please explain your reasons for this referral. Please include what both you and the client hope will be achieved by the involvement of the project.  **PLEASE ENSURE THAT THIS SECTION GIVES A GOOD INSIGHT INTO THE CLIENTS BACKGROUND, BARRIERS AND GOALS.**  **PLEASE ALSO NOTE IF THERE ARE ANY RISKS THAT WE SHOULD BE MADE AWARE OF.** |

**28. Reason for referral to Links to Work Project**

Data Protection Act 1998

**Dumfries & Galloway Council Links to Work Project** respects your personal information and undertakes to comply with the Data Protection Act 1998.

Any queries regarding the processing of your personal data by **Dumfries & Galloway Council Links to Work Project** should be directed to the Compliance Team, DG Employment TAP, Woodbank, 30 Edinburgh Road, Dumfries, DG1 1NW.

Client information held by Dumfries & Galloway Council Links to Work Project:

All of the information on this form will be held by **Dumfries & Galloway Council Links to Work Project**.

In addition we will record notes of the work that we do with you such as one to one meetings, training attended, other agencies we work with on your behalf.

What your information will be used for:

* Your data will be used to support your progression towards employment, education, training or other positive outcomes and as such will be used for the following purposes.
* To reduce the unnecessary need for you to provide the same information each time you receive assistance from a different training or employment organisation.
* To allow us to monitor the successes and performance of services offered and to undertake evaluations.
* To contact you for feedback regarding the quality of services provided to you.
* To monitor compliance with equal opportunities legislation.
* To enable us to identify the most appropriate support for you.

Who your information may be shared with and why

Your information may be shared with the following organisations for the purpose of supporting your progression:

* Representative of other organisations who are members of the Community Planning Partnership (e.g. Dumfries & Galloway Council, Third Sector).
* Representatives of other employability services, education and training organisations.
* Funders, administrators and auditors of public funds including European Structural Funds (The Scottish Government).

Participant Agreement

I consent to **Dumfries & Galloway Council Links to Work Project** processing my personal data for the purposes of the Community Planning Partnership (which includes representatives from Dumfries & Galloway Council, Fire & Rescue, Police Scotland, NHS Dumfries and Galloway, Dumfries and Galloway College, Third Sector and other partners) and using my data to contact training providers, employers and others and further consent to my personal data being disclosed to the organisations listed above.

I confirm that the information provided is correct and up to date and that I understand it will be stored, used and retained only for as long as necessary, in line with the Principles of the Data Protection statement.

I agree to update **Dumfries & Galloway Council Links to Work Project** if my personal details or circumstances change.

I further understand as a participant of the **Dumfries & Galloway Council Links to Work Project** programme that I am being supported by the European Social Fund.

**I give my permission for JCP or referring agency to disclose any information required to Dumfries & Galloway Council Links to Work Project** **for the purpose of support from the European Social Fund.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signed (participant) |  | Print Name |
|  |  |  |
|  |  | Date |

**Adviser Confirmation**

I confirm that:

(a) I have informed the participant that signing the registration form means that they agree to their personal data being shared, the circumstances in which and to whom their personal data may be disclosed and what it will be used for,

(b) I have explained to the participant that the programme is supported by the European Social Fund, and

(c) The participant acknowledged that they understood this.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signed |  | Print Name |
|  |  |  |
| Organisation |  | Date |

|  |  |  |
| --- | --- | --- |
| http://sharepoint.dgcouncil.net/services/supportedemployment/Logos/DG%20TAP%20Colour.jpg | **Tel: 01387 260600**  [**Linkstowork@dumgal.gov.uk**](mailto:Linkstowork@dumgal.gov.uk) | http://sharepoint.dgcouncil.net/services/supportedemployment/Shared%20Documents/Logos%20and%20Publicity%20Materials/ESF%20Logos/ESF%20logo%20BW.jpg |