|  |  |
| --- | --- |
| **Self-Referral Form** |  |

**Personal Details**

Full Name

Date of Birth

NI Number

I Number

Address:

Post Code:

Mobile Number

Home Phone Number

E-mail Address

0 to 6 Months

7 to 12 Months

13 to 24 Months

25 to 36 Months

For over 3 Years

|  |  |
| --- | --- |
| Unemployed |  |
| (JSA Claimant) |  |
| Or |  |
| Inactive\* (Other claimant, not working/claiming etc) |  |
| Or |  |
| Employed, including self-employed |  |

Benefit (i.e. Universal Credit, JSA)

Date of claim

**\*If inactive are you in F/T education or training?**

Never worked

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

Date identified for referral to Work Programme

**For how long?**

Date last worked

Please email completed forms to [ESS.referrals@dumgal.gov.uk](mailto:ESS.referrals@dumgal.gov.uk)

**Employment Status**

Gender

Nationality

Please provide some information below, detailing the type of support you require / any issues you are facing:

|  |  |  |
| --- | --- | --- |
| **\\DG-DFS-FS1\Data\ESWCS\Employability+Skills\Group Business\Employability & Skills Files\P1 - Promotion, Marketing & Comms\P1.14 Logos\DGTAP Logo\DG TAP RGB-001.jpg** | **Tel: 01387 245191**  [**ESS.Referrals@dumgal.gov.uk**](mailto:ESS.Referrals@dumgal.gov.uk) | **ESF Logo April 2015** |

**Supporting Information**

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**Data Protection**

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

**Data Protection**

**The information you have provided on this form will be used by Dumfries and Galloway Council (the “data controller” for the purposes of the Data Protection Act 1998) in order to assist you in enhancing your employment prospects. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.**

In order to improve the service being provided, Dumfries and Galloway Council will share your information with the other partners involved in the Dumfries and Galloway Employability Partnership and other employability providers. These other organisations will use your information for the same purposes as the Council.

**Declaration**

I confirm that the information that I have provided is correct to the best of my knowledge and authorise Dumfries and Galloway Council to use my information for the above purposes.

|  |  |  |
| --- | --- | --- |
| DG employment TAP is part of Dumfries & Galloway Council's Employability & Skills Team and is supported by the European Social Fund | | |
|  | **Tel: 01387 245191**  [**ESS.Referrals@dumgal.gov.uk**](mailto:ESS.Referrals@dumgal.gov.uk) | **ESF Logo April 2015** |