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

**Details of referring agency**

Agency Name

Name of Worker

Job Role

Mobile Phone Number

E-mail Address

Office Phone Number

Office Address

Please email completed form to [Linkstowork@dumgal.gov.uk](mailto:Linkstowork@dumgal.gov.uk)

**Barriers**

Client Name

Date of Birth

NI Number

I Number

Address:

Post Code:

Mobile Number

Home Phone Number

E-mail Address

Nationality

Gender

**Details of Client**

**If unemployed, for how long?**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signed |  | Print Name |  | Date |
|  |  |  |  |  |
| Advisor Signature |  | Print Name |  | Date |

|  |  |
| --- | --- |
|  | **Tel: 01387 245191**  **Linkstowork@dumgal.gov.uk** |

0 to 6 Months

7 to 12 Months

13 to 24 Months

25 to 36 Months

For over 3 Years

**Employment Status**

🗆

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

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

Never worked

Date last worked

Date identified for referral to Work Programme

Date of claim

Current Benefit (i.e Universal Credit, JSA,ESA)

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

**Data Protection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Benefit |  | Claim Date From |  | Claim Date To |
| ESA |  |  |  |  |
| JSA |  |  |  |  |
| UC |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 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** |

**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.

**Does the CLIENT Agree with the above statement and have they BEEN INFORMED OF this REFERRAL (delete as appropriate) YES / NO**



