

## eMploY-ABILITY - Referral Form

Please complete relevant areas in FULL where applicable and email to:  
[peterboroughplus@pcvs.co.uk](mailto:peterboroughplus@pcvs.co.uk) - mark as EMPLOYABILITY confidential.

Alternatively phone the eMploY-ABILITY team on: 01733 342683 (9AM -4PM Mon-Fri) - or refer direct to a delivery partner - details at: [www.peterboroughplus.co.uk/building-better-opportunities/](http://www.peterboroughplus.co.uk/building-better-opportunities/)

### Part 1 - Referral Organisation Details (from details)

Organisation Name	<input style="width: 100%;" type="text"/>		
Contact name	<input style="width: 100%;" type="text"/>	Email:	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>		
	Postcode		
Telephone number	Code	Number	Date participant introduced

### Part 1a Referred to Organisation Details (to details) - gain permission

Organisation Name	<input style="width: 100%;" type="text"/>		
Contact name	<input style="width: 100%;" type="text"/>	Email:	<input style="width: 100%;" type="text"/>
Telephone number	Code	Number	Date of referral:

### Part 2 - Participant Details

Title & Surname	<input style="width: 100%;" type="text"/>	Forename (s)	<input style="width: 100%;" type="text"/>
Date of birth	/ /		
National Insurance Number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>		
	Postcode		
Phone number	Code	Number	Status
Ethnicity	<input style="width: 100%;" type="text"/>		
Primary benefit (if applicable)	<input style="width: 100%;" type="text"/>		
Reasonable adjustment required? and/or reason for referral.	<input style="width: 100%; height: 50px;" type="text"/>		

Details continued:

**Part 3 eMploY-ABILITY Eligibility - always check latest information on criteria/evidence required See Annex M for clarification.**

Status: please tick	<b>Unemployed: Economically Inactive:</b>
In order to participate the following criteria must be met	<b>Unemployed or Economically Inactive:</b> Claiming benefits which can be evidenced by a letter or document from the Department for Work and Pensions confirming this. Cannot be earning a wage for paid work. Or a letter or document from a government agency, such as the Careers Service, or a doctor's letter, entitlement to state retirement pension letter or correspondence from an educational establishment. Claimant must not be on any other ESF funded programmes

**Part 4 - Organisation Declaration - if relevant**

- I confirm that I have:
- **Checked** details at Parts 2, 3 & 4 with the participant and they are correct,
- **Checked** the participant's ID,
- **Checked** eligibility and suitability, and **confirm** that they are eligible and suitable to undertake eMploY-ABILITY provision - see Annex M for clarification.
- **Discussed** the support requirements with them.

Identity documents seen

Signed (Provider/Organisation)		Date	/ /
	Full Name	Job Title	

**Part 6 - Declaration and consent (Participant)**

- I agree the information given is correct and I am willing to participate in EMPLOY-ABILITY and/or to be referred to another organisation.
- I understand and agree that the information I have provided will be used to register for EMPLOY-ABILITY and/or may be shared with an organisation to whom I am referred and that this information may be used by Peterborough Plus Consortium VCSE Ltd, partners, European Social Fund and Big Lottery Fund in connection with the programme. I also understand and agree that the information I have given will be stored on Peterborough Plus Consortium VCSE Ltd, and partner systems and will only be used or disclosed to others as the law allows.
  - **I have been advised that this programme is funded by both the Big Lottery & European Social Fund**

Signed (participant)		Date	/ /
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**\*\*Additional information for the potential participant Storing of your personal information**

By signing this form you allow Peterborough Plus VCSE Consortium Ltd to store your personal information on IT systems. Your information will be stored securely in accordance with our Information Governance Policy, which you can request by contacting us at: eMploY-ABILITY - Peterborough Plus VCSE Consortium Ltd, 3 Lincoln Court, Lincoln Road, Peterborough, PE1 2RP.

Office USE ONLY: \*INPUT into Charity Log, even if not eligible (provided permissions for data obtained)