CTC – Employability Referral Form

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| **About You** | | | |
| **Full Name** |  | | |
| **Address & Postcode** |  | | |
| **Date of Birth** |  | **Place / Country of Birth** |  |
| **NI Number** |  | **Home Phone** |  |
| **Nationality** |  | **Mobile Phone** |  |
| **Email Address** |  | | |

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| **Employment Status** | |
| **Unemployed**    0 to 6 Months  7 to 12 Months  13 to 24 Months  25 to 36 Months  For over 3 Years | |
| **Date last worked if ever:** | **\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_** |

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| **What are your long-term goals?** |
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| **Why do you want to work in this sector?** |
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| **Tell me about yourself, any previous experience and list of qualifications** |
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| **For office use only** |
| Programme Name |
| Client Ref No |
| Programme start date |
| Referring Service |
| Funding Programme |

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| **Barriers to Employment: Tick if any apply to you** | | |
|  | Long-term unemployed | **Are you a “Workforce Returner”? Yes No** |
|  | Living in a jobless household including; (Please tick below if applies) | **Do you have a driving licence? Yes No** |
|  | Living in a jobless household with dependent children | **Do you have transport? Yes No** |
|  | Living in a single adult household with dependent children | **Would there be any issue obtaining a Disclosure Scotland check? Yes No** |
|  | Migrant, people with a foreign background, minorities (including marginalised communities such as Roma) |  |
|  | Asylum Seeker |  |
|  | Refugee |  |
|  | With disabilities : explanation |  |
|  | Long-term physical illness / condition: explanation | **What Benefits are you claiming?**  JSA |
|  | Mental Health issues: explanation | ESA(work related Activity Group) |
|  | Primary carer of older person | ESA (support group) |
|  | Primary carer of a child/children under 18 or adult | Income Support |
|  | Underemployed | Universal Credit |
|  | Low income employed | When did you start claiming from ? Date: |
|  | Low income household | DLA/PIP |
|  | Looked after young person | Child Benefit |
|  | Criminal convictions | Housing Benefit |
|  | No or limited work experience | Carers Allowance |
|  | Substance related conditions | Child Tax Credit |
|  | Low Skilled (ISCED Level 1 or 2) | Council Tax Beniefit |
|  | Homeless or affected by housing exclusion | Not Eligible for Benefits |
|  | Armed Forces Veteran | Do you require support to ensure you are claiming all benefits you are entitled to? Yes No |
|  | 55 years of age and over |  |
|  | Material Deprivation | Do you require support to address debt issues? Yes No |
|  | From Employment Deprived Areas |  |
|  | Previously participated in funded training: Date |  |
|  | No Barriers |  |

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| **Living Arrangements** | | | |
|  | Jobless Household |  | Jobless Household with Dependent Children |
|  | Single Adult Household with Dependent Children |  | Homeless |
|  | Single Adult Household |  | Living with Parent / Carer |
|  | Working Household |  | Other Living Arrangements |

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| **Parental Status: please circle** | |
| Are you a Lone parent Yes No | Couple with children Yes No |
| No children Yes No | Age of children: |
| Do you have childcare Yes No |  |

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| **Are you working with any other service?** | ☐ Yes ☐ No |

**Comments:**

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| **Equality Monitoring** | | | | | | | | | | | |
| **What is your Age?** | | | | |  | Under 25 | |  | 25-54 |  | 55 and Over |
| **What is your Gender?** | | | | |  | Male | |  | Female | | |
| **Do you consider yourself to have a disability?** | | | | |  | Yes | |  | No | | |
| **What is your citizenship status?** | | | | | | | | | | | |
|  | EU Citizen |  | | UK Visa Holder | | |  | Asylum Seeker | |  | Refugee |
|  | Other, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **What is your ethnicity?** | | | | | | | | | | | |
|  | White - Scottish | |  | White - English | | |  | White - Welsh | |  | White – Irish |
|  | White - Other | |  | White - Gypsy/Traveller/Roma | | |  | Black - Caribbean | |  | Black – African |
|  | Black – Other | |  | Asian – Chinese | | |  | Asian – Indian | |  | Asian – Pakistani |
|  | Asian – Bangladeshi | |  | Asian – Other | | |  | Multi-ethnic Background | |  | Other – Arab |
|  | Other Ethnic Background | | | | | | | | | | |
| **What is your sexual orientation?** | | | | | | | | | | | |
|  | Heterosexual / straight | |  | Gay / lesbian | | |  | Bisexual | |  | Other |
|  | Prefer not to say | |  |  | | |  |  | |  |  |
| **What is your religion?** | | | | | | | | | | | |
|  | None | |  | Church of Scotland | | |  | Roman Catholic | |  | Other Christian |
|  | Muslim | |  | Buddhist | | |  | Sikh | |  | Jewish |
|  | Hindu | |  | Pagan | | |  | Other | |  |  |
| **What is your marital status?** | | | | | | | | | | | |
|  | Single | |  | Divorced | | |  | Married | |  | Civil Partnership |
|  | Other | |  |  | | |  |  | |  |  |