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 |  |  |  |  |  |  |