



PRIVATE AND CONFIDENTIAL



POSITIVE STEPS into work

Registration Form

Clients Details

Name:

Address:
.....

Postcode:

Contact No.:

Date of Birth:

NI No.:

Referring Organisation/where client heard about service (if self referral)

Name of Referring Worker: _____

Contact Tel No.: _____

Benefits Information

Are you in receipt of any of the following benefits?

- IB JSA IS Other (please tick)

How long have you been in receipt of this benefit? (mandatory)

Are you currently on the Job Centre Plus 'Pathways to Work' or 'New Deal' programmes?

- Yes No Don't know (please tick as appropriate).

Family Information

Marital Status:

Divorced Married Separated Single Widowed Cohabiting
(please tick)

Are you a Lone Parent? Yes No (please tick)

Do you have children under the age of 16? Yes No (please tick)

Reasons for referral:

Referring Agency Information

Please read to referring agency – is there anything we need to know about this client?

‘When making a referral to Positive Support it is assumed the referring agency has taken reasonable steps to ensure that there is no risk to our Keyworkers. If there is a known risk, the referrer must contact Positive Support to discuss any issues surrounding the client that we should be aware of.’

Qualification Level

What is your current level of qualification? (please tick)

- No Qualifications
- NVQ1
- GCSE D-G/NVQ2
- GCSE A-C/NVQ3
- A Level
- BTEC/NVQ4
- Degree
- Foundation Degree
- HND/NVQ5
- Masters

Disability Information

Do you have a disability? Yes No

Do you have any mobility issues that we might need to be aware of?

Yes No

Employment Information

What type of work are you looking for?

What are your preferred work patterns? (please tick the most appropriate)

Days Evenings School Hours Shifts Weekends

Data Protection Information

Please read to client:

'In compliance with the Data Protection Act of 1998, Positive Steps will retain the personal details that you have provided. This information will be held securely on our database and within client files. Your details will **only** be shared with relevant employment, training and supporting agencies and with your consent.'

To confirm your consent can you please complete and sign the following declaration.

Client Name _____ Signed _____ Date _____

Advisor Name _____ Signed _____ Date _____

Verbal consent given over the phone Signed _____ Date _____

Complete and post to:

Positive Steps into Work,
Integrated Support Services
Morecambe Town Hall
Marine Road
Morecambe
LA4 5AU

Or Call us on: **01524 582000** and ask for **Integrated Support Service** or **direct dial numbers call 582679/582675/582677**

Annex 1: Request for Consent DPA form

Consent for Information to be Disclosed

Jobcentre Plus is part of the Department for Work and Pensions. We record the number of people who are helped into work by other organisations. The information is used to monitor the effectiveness of Jobcentre Plus and the organisations. We do this by contacting the organisation to ask if and when the customer attended and whether they received training or help in finding work. We also contact employers when we know someone has started work within 13 weeks of last receiving help from the organisation. We need your permission to do this.

We will not share your personal information with any other organisations.
Whether you give your consent for us to gather this information or not will not affect any of the benefits you may be entitled to.

Completing this form is entirely voluntary.

Consent Form

Name (Please print name in full)

National Insurance Number

I understand

- why DWP needs this information
- how it may use information I supply
- I do not need to give consent unless I want to
- benefit payments will not depend on whether I give consent
- I authorise Jobcentre Plus and Positive Steps into Work to confirm that I have attended training for help finding work*
- If I find work as a result of the help I have been given by Positive Steps into Work I authorise Jobcentre Plus and Positive Steps into Work to confirm these details *

and

- I authorise Jobcentre Plus and Positive Steps to contact my employer to confirm the date I have started work *

(*Delete as necessary)

I understand that I may withdraw my consent at any time by writing to the DWP or Positive Support.

Your Signature: _____

Date:/...../.....