



## BETTER WORKING FUTURES – WORK AND HEALTH PROGRAMME External Signposting Organisation – Recommendation for Referral

PART 1 - SIGNPOSTING ORGANISATION DETAILS	
Organisation Name:	
Address & Post Code:	
Referring Officer Name and Position:	
Telephone Number:	
Email Address:	
PART 2 – POTENTIAL PARTICIPANT DETAILS	
Forename(s):	
Surname:	
Date of Birth:	
Address & Post Code:	
Telephone Number:	
Email Address:	
National Insurance No:	
Preferred Contact Method:	<input type="checkbox"/> Writing <input type="checkbox"/> Telephone <input type="checkbox"/> Email
Registered with JCP:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Local Jobcentre:	(must be within a SLP borough*)

\* The South London Partnership boroughs are Croydon, Kingston on Thames, Merton, Richmond and Sutton.



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PART 3- WORK & HEALTH PROGRAMME PRE-ELIGIBILITY CHECKLIST															
1. Does the individual have the right to live and work in England?	<input type="checkbox"/> Yes <input type="checkbox"/> No														
If yes, what documentation has been seen?															
<p>2. The potential participant must meet at least one of the criteria below to be eligible for the programme. Please tick all boxes that apply:</p> <table border="0"> <tr> <td><input type="checkbox"/> An individual with a declared disability as defined in the Equality Act 2010**</td> <td><input type="checkbox"/> A partner of current or former HM Armed Forces personnel</td> </tr> <tr> <td><input type="checkbox"/> An offender / ex-offender</td> <td><input type="checkbox"/> A member of HM Armed Forces reserves</td> </tr> <tr> <td><input type="checkbox"/> A carer / ex-carer</td> <td><input type="checkbox"/> A person for whom a drug/alcohol dependency (including a history of) presents a significant barrier to employment</td> </tr> <tr> <td><input type="checkbox"/> A homeless person</td> <td><input type="checkbox"/> A refugee</td> </tr> <tr> <td><input type="checkbox"/> A care leaver</td> <td><input type="checkbox"/> A young person in a gang</td> </tr> <tr> <td><input type="checkbox"/> A former member of HM Armed Forces</td> <td></td> </tr> <tr> <td><input type="checkbox"/> A victim of domestic violence</td> <td></td> </tr> </table> <p>** The Equality Act 2010 defines a person with a disability as someone with “a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities”.</p>		<input type="checkbox"/> An individual with a declared disability as defined in the Equality Act 2010**	<input type="checkbox"/> A partner of current or former HM Armed Forces personnel	<input type="checkbox"/> An offender / ex-offender	<input type="checkbox"/> A member of HM Armed Forces reserves	<input type="checkbox"/> A carer / ex-carer	<input type="checkbox"/> A person for whom a drug/alcohol dependency (including a history of) presents a significant barrier to employment	<input type="checkbox"/> A homeless person	<input type="checkbox"/> A refugee	<input type="checkbox"/> A care leaver	<input type="checkbox"/> A young person in a gang	<input type="checkbox"/> A former member of HM Armed Forces		<input type="checkbox"/> A victim of domestic violence	
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3. Is the individual in any form of paid employment? This could include being on long-term sick leave. (If the answer is yes, the individual is <b>not eligible</b> , please do not refer).	<input type="checkbox"/> Yes <input type="checkbox"/> No														
PART 4 – REFERRING OFFICER DECLARATION															
<p><b>I confirm that the above information is accurate and the person I am recommending:</b></p> <input type="checkbox"/> is aged 18 or over*** <input type="checkbox"/> is committed to finding employment within one year*** <input type="checkbox"/> has not previously participated in Better Working Futures or the National Work & Health Programme*** <input type="checkbox"/> is not in any form of employment*** <input type="checkbox"/> understands the purpose of Better Working Futures – Work & Health Programme															



## BETTER WORKING FUTURES – WORK AND HEALTH PROGRAMME

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would like to voluntarily join Better Working Futures – Work & Health Programme

\*\*\* If you are unable to confirm these statements, the individual is not eligible and must not be referred.

Signed:

Date:

#### PART 5 – POTENTIAL PARTICIPANT DECLARATION AND CONSENT

**Please tick all that apply:**

- I confirm that the information recorded on this form is accurate
- I agree to the information in this form being shared with DWP and the Better Working Futures Programme Provider
- I understand that the information I have provided will be used by the Job Centre Plus Work Coach to consider me for Better Working Futures (which is part funded by the European Social Fund); and that this information may be used by DWP, South London Partnership and the Better Working Futures Programme Provider in connection with the South London Work & Health Programme and as explained in the 'Storing of Your Personal Information' section below.

Signed:

Date:

#### PART 6 – MAKING THE REFERRAL

The form must be completed in full and signed by both the organisation and the individual. Electronic signatures are acceptable. The form must be emailed to the JCP at [whp.gatekeeper@dwp.gov.uk](mailto:whp.gatekeeper@dwp.gov.uk) copying in the Better Working Futures Programme Team at [bwf.southlondon@reed.co.uk](mailto:bwf.southlondon@reed.co.uk)

A copy should be offered to the individual.

JCP will make a final decision on eligibility and suitability, and refer to the programme as appropriate.

#### STORING OF YOUR PERSONAL INFORMATION

By signing this form you allow the Department for Work & Pensions (DWP) to store your information on DWP IT systems. Your information will be stored securely.

**How DWP collect and use information**

DWP may use information you give them to:

- determine your suitability for referral to Better Working Futures – Work & Health Programme
- research, evaluate and monitor how well the Programme works
- link with other information about you

To find out more about how DWP use information, read the DWP Personal Information Charter: <http://www.dwp.gov.uk/privacy.asp> or contact any DWP office.