



**PRIVATE AND CONFIDENTIAL**

☎ 0800 073 2007

**PROGRAMME REGISTRATION FORM**

**Client Basic Details**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_

Date of Birth \_\_\_\_\_ NI No \_\_\_\_\_

**Referring Agency Information**

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

Name of Referring Worker \_\_\_\_\_

Contact Tel No \_\_\_\_\_

*Reasons for referral:*

**Please read to referring agency – is there anything we need to know about this client?  
'When making a referral to Positive Steps it is assumed the referring agency has taken reasonable steps to ensure that there is no risk to our Adviser Team. If there is a known risk, the referrer must contact Positive Steps to discuss any issues surrounding the client that we should be aware of.'**

**Benefits Information**

Are you in receipt of any of the following benefits?  
IB/JSA/IS/Other (please circle)

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 circle as appropriate).

**Family Information**

Marital Status: Divorced/Married/Separated/Single/Widowed/Cohabiting (please circle)

Are you a Lone Parent? Yes/No (please circle)

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

### Qualification Level

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

No Qualifications/NVQ1 or GCSE D-G/NVQ2 or GCSE A-C/NVQ3 or A Level or BTEC/NVQ4 or Degree or Foundation Degree or HND/NVQ5 or 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 circle 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 Team, Unit 18, Blackpool Technology Management Centre  
Faraday Way, Blackpool FY2 0JW

Or Call us on: **0800 073 2007**

Or Fax us on: **01253 477301**



## 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 in 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 Steps.

Your Signature .....

Date ...../...../.....

