

#Focus5 Referral Form

1. Young people, agencies and family can use this form.
2. To refer a potential participant, please complete this form and return it, along with all required evidence to your designated #Focus5 Key Worker
3. A referral does not guarantee a place on #Focus5
4. Speak with your local #Focus5 Key Worker who will provide guidance.

Participant Information

Participant Name:		National Insurance #:	
Date of Birth:		Current status: <i>(see reverse)</i>	
Address:		Last formal education attendance:	
E-Mail Address:		Phone No:	

Referral Information

Name of referrer: _____

E-Mail Address: _____

Phone No: _____

Position & Agency: _____

Why this participant would benefit from #Focus5: *(continue on a separate sheet if necessary)*

Signatures

Referrer sign		Date:	
Participant sign <i>(if applicable)</i> :		Date:	

Eligibility and Status

The participant must have the right to work in the UK and be in either of the 2 categories below and have the relevant evidence of this.

(Please support the participant in providing as much detail and proof as possible to speed up their start date).

- ✓ **Economically inactive**, this means you are not currently looking for work for some reason, including being a full time student and also being distant from the labour market and needing additional support, skills and confidence to move towards employment.
- ✓ **Unemployed**, which means you are actively looking for work and may be receiving unemployment benefits of some kind

Are you unemployed or economically inactive? Tick one category:

- Economically inactive (including full time students)
- Unemployed, including long-term unemployed. How long has this been for? _____

Are you engaged in education or training?

- Yes
- No

If **yes**, provide the address of the educational establishment and details of the course below:

For referral agencies only:

Please inform us of the participants' current lifestyle, how you deem them as economically inactive or unemployed, your reasoning for this is and what position you hold in order to confirm this.