**Way2Work Referral form:**

***Ways 2 work provides employment support, identifying and breaking barriers preventing them from going into employment or training. Referral acceptance is dependent on a successful participant check which cross references if they have been on this project before. Families should also be fully aware of the referral and informed that a member of the team will contact them to arrange an initial visit on successful participant check. If a family are not open to any other service, we are also able to offer some targeted family support (max 10 weeks) alongside the employment support.***

**Way2Work criteria check list**

*Please tick box*

|  |  |
| --- | --- |
| The individual has permanent address within Nottingham City boundary |  |
| Legally able to reside and work in the UK |  |
| They are not currently in employment, education or training |  |
| If individual is 18 years+ there will need to be an under 18-year-old living at the same address |  |

|  |  |
| --- | --- |
| **Liquid Logic ID (if known):** |  |
| **Participant full name:** |  |
| **Date of Birth:** |  |
| **Home Address:** |  |
| **Postcode:** |  |
| **Contact No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Is the family aware of the referral?** | **Yes/No** (Delete as appropriate) | **Has participant been made aware of Ways 2 Work?** | **Yes/No** (Delete as appropriate) |
| **Is this case remaining open to any other service i.e. social care, TFST and therefore just require employment support?** |  | **If the case is not open, do the family require a targeted intervention?** |  |

|  |  |
| --- | --- |
| **Summary of case: (Include an relevant issues or potential barriers)** |  |
| **Key agencies working with participant/participant’s family:** |  |
| **Are there any relevant additional needs? i.e. Physical disability / Learning needs? (Include details)** |  |

|  |  |
| --- | --- |
| **Referrer name:** |  |
| **Referral Agency:** |  |
| **Contact No:** |  |

***Please send completed referral forms to:***

TFSTWay2workTeam@nottinghamcity.gov.uk