

WESTMINSTER WORK SOLUTIONS REFERRAL FORM NOTES

Working in Partnership with:



Aims of the Project

Jobs in Mind aims to provide support, information, advice and guidance to assist Westminster residents with stress related and/or mental health conditions to retain their current employment or access work opportunities.

Objectives of the Project

We provide you with an individually tailored, holistic support service. Our objectives are to:

- support you in retaining your current job
- offer advice and guidance to employers about reasonable adjustments
- provide emotional support and advocacy where necessary
- offer advice about relevant legislation
- offer vocational/career guidance and assessments leading to an individual action plan
- provide skills training and resources for all aspects of job search
- work in partnership with employers to promote the employment potential of people who have mental health conditions

Eligibility Criteria

The project is available to **adults aged 18 and over** who:

- **are Westminster residents or registered with a Westminster GP**
- **are committed and motivated to gain or retain employment**
- **have a primary care mental health or stress related condition**

Completing the form

Please provide as much detail as possible as this will help us to gain an understanding of what you would like from the service.

Please indicate on the referral form or in an accompanying letter if you require an interpreter or have any mobility or other special needs.

Prospective Clients

If your referral meets the project's eligibility criteria, we will aim to be in contact within 3 working days and arrange for an assessment within 10 working days. Your GP/employer will then be contacted, with your consent, to keep them abreast of developments. If you would like to discuss your referral or have any questions then please don't hesitate to contact us using the details below.

Please make referrals for the attention of Amanda Cullum and send to:

Jobs in Mind, Caxton House, 129 St John's Way, London, N19 3RQ

Tel: **020 7281 8097** Email: a.cullum@jobsinmind.org

WESTMINSTER WORK SOLUTIONS SERVICE REFERRAL FORM

Forename/s:		Surname:		For office use <div style="border: 1px solid black; padding: 5px; width: fit-content;">Client no:</div> Date Received: _____ Prospective client <input type="checkbox"/> Re-referred client <input type="checkbox"/> Is this client registered with a Westminster GP Practice Yes <input type="checkbox"/> No <input type="checkbox"/> Referrer by GP <input type="checkbox"/> Other: _____ Dates invited to session 1st Appointment: (Date/time) _____ at _____ Attended: Yes <input type="checkbox"/> No / Cancelled <input type="checkbox"/> 2nd Appointment: (Date/time) _____ at _____ Attended: Yes <input type="checkbox"/> No / Cancelled <input type="checkbox"/> Allocated: To: _____ Date: _____ Sign Posted: Yes <input type="checkbox"/> To: _____ Date: _____ Service not provided: (SNP) Yes <input type="checkbox"/> Date: _____ Reason: _____ _____
Home Address:				
Home Postcode:		Borough:		
Is this your permanent resident address? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Date of Birth:		National Insurance No:		
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>				
Telephone No:		Email:		
Your mental health needs: (Diagnosis if any)				
Which service do you require? Employment service to enable you to get back to work or find training? Yes <input type="checkbox"/> Or currently employed but need support to maintain your job? Yes <input type="checkbox"/>				
Please give a brief description of current situation				
Do you have any special requirements for attending an information session? (Physical or other disability?) Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, please give details				
Referrer's Details:				
Telephone:		Email:		
Jobs in Mind offer a confidential service; no details are given to third parties without the individual's consent. DECLARATION: Of agreement to the referral to the Jobs in Mind service				
Client's Signature:		Date:		

Equal Opportunities Monitoring Form - Private & Confidential

St James' House - Jobs in Mind is committed to the practice and promotion of equal opportunities and diversity within our work environment. We need to ask the following questions for the purposes of monitoring, evaluation, recruitment or selection. This is to enable us to provide the best possible service and to measure the effectiveness of our Equal Opportunities and Diversity policies.

1. How would you describe your race or ethnic origin? (Please tick one box only)

White

White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Greek/Greek Cypriot	<input type="checkbox"/>	Turkish/Turkish Cypriot	<input type="checkbox"/>

Any other White background, please state _____

Mixed Race

White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>		

Any other Mixed background, please state _____

Asian or Asian British

Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>		

Any other Asian background, please state _____

Black or Black British

Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
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Any other Black background, please state _____

Chinese or other Oriental ethnic group

Chinese	<input type="checkbox"/>
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Any other Oriental background, please state _____

If you feel that any of the categories above are not appropriate for you, please tick *Any other ethnic background* below and describe your ethnic origin in your own words:

Any other ethnic background

Please state _____

Ethnicity not known or not provided

2. Age: _____ Years **3. Gender:** Male
Female

4. How did you find about the Project? _____

5. Do you consider yourself to have a disability?

6. Yes No

If yes, please specify _____

Please return this form to Jobs in Mind with your referral form.