

<b>First Name</b>			
<b>Surname</b>			
<b>Address Line 1</b>			
<b>Area</b>			
<b>City</b>		<b>Postcode</b>	
<b>Mobile Number</b>			
<b>Telephone Number</b>			
<b>Email Address</b>			
<b>Age (at start date)</b>	<input type="checkbox"/> 16 – 24	<input type="checkbox"/> 25 - 50	<input type="checkbox"/> 50+
<b>Can you drive?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Do you have a valid UK Driver's Licence?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>What is the employment history/details?</b>	<input type="checkbox"/> Currently working <input type="checkbox"/> 0 hour contract <input type="checkbox"/> Less than 16 hours per week <input type="checkbox"/> 16-24 hours per week <input type="checkbox"/> 24 hours per week <input type="checkbox"/> 24 - 30 hours per week <input type="checkbox"/> 30 - 40 hours per week <input type="checkbox"/> Currently earning <input type="checkbox"/> living wage <input type="checkbox"/> More than the living wage		<input type="checkbox"/> Currently not working <input type="checkbox"/> Out of Work for 6 months <input type="checkbox"/> Out of Work for 1-2 Years <input type="checkbox"/> Out of Work for 2-5 Years <input type="checkbox"/> Out of Work for 5 Years or more <input type="checkbox"/> Never Worked

**Is the client at risk or in poverty?** Yes

Continue to complete the registration form

 No

Make a referral to the most relevant externally funded projects or partner organisations

**Is the client receiving any Benefits? Please select all that apply** Carers Allowance Income support Child Benefit Job Seekers Allowance (JSA) Disability Living Allowance (DLA) Local council tax support Employment Support Allowance (ESA) Support group Maternity Allowance Employment Support Allowance (ESA) WRAG  
(Work Related Activity Group) Personal Independence Payments (PIP) Housing Benefit Universal Credit Incapacity Benefit Other? Please specify None of the above

Please explain why support from CFW+ is required.

*E.g. Low paid work, 0 hour contract, in work poverty, upskilling for more sustainable work or any other information.***How did you find out about CFW+ Project? Who is making the referral?** JCP Careers Wales Others

## Signed

*I (the Referrer) declare that I have read the 'Privacy Information' included within this form and that the given information has been provided in accordance with this statement.*

Referrer Signature:	Print Name:	Date:

## PRIVACY INFORMATION

### How we will use this information

You have provided someone's personal data to Monmouthshire County Council (MCC) Youth Enterprise team for the purpose of referring them to Communities for Work Plus. You have a responsibility to ensure that the information provided above is accurate to the best of your knowledge at the time of referral and that the participant is aware and has consented to it being made.

The details you have provided will be legitimately shared with Welsh Government in a safe and secure manner. From time to time it may also be necessary that we share these details with local employers for work placement and job searching purposes. This data will not be shared further, unless in relation to safeguarding or other legal obligations.

All records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

For further information on how we process information and data rights please click the following link: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Any complaints in relation to data processing can be directed to [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk). You may also contact the Information Commissioner's Office online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or via their helpline: 0303 123 1113

Please return completed forms by email to [hannahjones@monmouthshire.gov.uk](mailto:hannahjones@monmouthshire.gov.uk) or by post to Monmouthshire County Council, County Hall, Rhadyr, Usk, NP15 1GA, marked **FAO Hannah Jones**