

Mind at Work - Employment Support - Referral Form

This form should be completed fully and as clearly as possible or it may be returned

All of the information provided will be kept **PRIVATE** and **CONFIDENTIAL**

1. Basic Referral Criteria

My client meets all the following criteria (please tick):

- Unemployed
- Age 18 years+ and resident in the London Borough of Hillingdon
- Can travel independently
- Is motivated towards work, volunteering or training

2. Applicant's Details

Mrs / Mr / Ms / Other :	Surname :	Forename(s) :
Date of Birth :	Gender :	
Tel No(s) :		
Address :		
Email address :		

3. Referrer's Details

Name :	Telephone :
Organisation:	
Email address :	

4. Other Support (CMHT if under CPA)

Which other agencies are CURRENTLY involved in the client's support, please list (We may contact you for more details)

Organisation(s) :

5. Health

Mental Health Details (Diagnosis / Current Treatment / Client's own view of their mental health Please provide a history of the applicant's mental health problems. Include details of compulsory / voluntary hospital admissions. It is important that the Employment Support Coordinator is made aware of any history of disturbing behaviour or substance abuse.)

Physical Health Details (Please describe any physical illness or disability that affects the client's lifestyle)

6. Any other information to support referral :

(Reason for referral; client readiness for work or to return to work; any cultural, social or communication issues; criminal convictions or mobility issues that we may need to be aware of. Are there any social or rehabilitative activities that the client attends?)

RISK - PLEASE ENSURE YOU HAVE ATTACHED AN UP-TO-DATE COPY OF THE CLIENT'S RISK ASSESSMENT.

Signature (Client) _____ Date: _____

Signature (Referrer): _____ Date: _____

FOR OFFICE USE ONLY

DATE RECEIVED:

DATE CONTACTED:

DATE OF FIRST APT:

ATTENDED Yes No

REFERRAL ACCEPTED Yes No

Please return this form to the Employment Support coordinator via post, email or fax:



Mind at Work Aston House ■ Redford Way ■ Uxbridge ■ Middlesex UB8 1SZ

Email: Employment Support Coordinator: Evelyn Cecil evelyn@hillingdonmind.org.uk 0758 7033 037

Employment Outreach Worker: Phil Puttock phil@hillingdonmind.org.uk 0758 7033 038



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