

Specialist Employment Team Enquiry Form

Personal Details:

Title:			
Name:			
Address:			
Postcode:			
NI Number:		D.O.B:	
Telephone:		Email:	
Preferred method of contact:	Telephone	Email	Post

Background:

Do you have a disability or health condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want to work for?	<input type="checkbox"/> less than 16 hours <input type="checkbox"/> 16-25 hours <input type="checkbox"/> 30+ hours <input type="checkbox"/> Not sure	
Is English your first language?	Yes/No	
If no please state first language and if you require support:		
How ready do you feel to work on a scale of 1 – 10		
1	2	3
4	5	6
7	8	9
10	yes	
Just starting to think about work.	I would like to start work tomorrow.	
What benefits are you in receipt of?		

SET1

If you are completing this form on behalf of someone else, please complete your details here:

Name:		
Address:		
Postcode:		
Telephone:		Email:

Please return this form to:

Think Sandwell
Specialist Employment Team
Education, Employment & Skills
Hateley Heath FETC
Huntingdon Road
Hateley Heath
West Bromwich
B71 2RP

Data Protection Law – Consent

Under data protection law, Sandwell council needs your consent to process your personal data for the purpose of inviting you for an initial meeting, to determine your eligibility for our service and to understand if you have any support needs for your initial meeting. You are not obliged to give this data, and if you refuse it will not affect any other dealings you have with the council.

The information we collect will be transferred onto an electronic database, it will not be shared with anyone other than Education, Skills and Employment.

The written information will be stored in a locked filing cabinet for 2 years after the date of your last contact with this service. The written information will then be shredded and the electronic data record will be deleted from the database.

Signature: Date:

By signing the above you agree to us collecting your information and storing it on a paper file and on the database. If you chose to, you can withdraw your consent at a later date.

Date received (office use only):

[IL2: PROTECT]