

Project SEARCH Referral Form

Send to [Stacey.beard@escg.ac.uk](mailto:Stacey.beard@escg.ac.uk) – for an informal chat/tour

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| **Applicant’s Details** | | | | | | |
| Title: | | Mr/ Mrs/Ms/Miss | | | | |
| Forename: | |  | | | | |
| Surname (including any names previously known by) | |  | | | | |
| Home Telephone: | |  | | | | |
| Mobile Telephone: | |  | | | | |
| E-mail address: | |  | | | | |
| Address: | |  | | | | |
| Date of Birth: | |  | | | | |
| National Insurance Number: | |  | | | | |
| Main parent/carer contact: | |  | | | | |
| Preferred method of contact for parent/carer: | | landline / text / mobile / e-mail / letter  **Please provide details:**: | | | | |
| Best time to contact parent/carer: | | Anytime / mornings / afternoons / daytime / evenings / other | | | | |
| Can we contact the applicant directly? | | Yes / No **Preferred:** text / mobile / e-mail | | | | |
| Has the applicant any other communication needs which it would be helpful for us to know about? | | | | | | |
|  | | | | | | |
| Referrer / key worker contact details: | | **Name:**  **Phone number**  **Email**: | | | | |
| Family Details | | **Who holds parental responsibility for the young person?**  [ ] Mother [ ] Father [ ] Both Mother and Father  [ ] Other (please give details) | | | | |
| Mother | | Father | | | Other carer | |
| **Name:**  **Address:**  **Phone:** | | **Name:**  **Address:**  **Phone:** | | | **Name:**  **Address:**  **Phone:** | |
| **Applicants Ethnic Origin** | | | | | | |
| White British | | |  | Asian / Asian British Indian | |  |
| White Irish | | |  | Asian / Asian British Pakistani | |  |
| White Other | | |  | Asian / British Bangladeshi | |  |
| Mixed White and Black Caribbean | | |  | Asian / Asian British Other | |  |
| Mixed White and Black African | | |  | Black / Black British Caribbean | |  |
| Mixed White and Asian | | |  | Black / Black British African | |  |
| Mixed White and Other | | |  | Black / Black British Other | |  |
| Gypsy | | |  | Chinese / Other ethnic group: | |  |
| Romany | | |  | Other (please specify) | |  |
| Irish Traveller | | |  | Do not wish to answer | |  |
| **Applicants Gender** | | | | | | |
| Male | | |  | Transgender | |  |
| Female | | |  | Unsure | |  |
| Please list any cultural or religious beliefs e.g., Atheism, Christianity, Buddhism | | | | | | |
| Any current medical conditions: | | |  | | | |
| Allergies: | | |  | | | |
| Mental Health Conditions: | | |  | | | |
| Mobility Impairment: | | |  | | | |
| Sensory Impairment: | | |  | | | |
| Long standing illness or health condition: | | |  | | | |
| Learning disability/Difficulty and description: | | |  | | | |
| Please provide details and attach a copy of:  An Education, Health and Care Plan (EHCP) | | |  | | | |
| Basic skills:  #please enclose certificate of highest Level of Math & English to date | Literacy/English level: Numeracy/Math level:  Can tell analogue time: yes / no Can tell digital time: Yes/ No  Independent traveller: yes / no / has tried | | | | | |
| Computer skills:  #please enclose certificate of highest Level of ICT | Google search / social media use / emailing: none / basic / intermediate / advanced  MS Office packages: none /basic / intermediate / advanced | | | | | |

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| Employment aim / aspiration:  In the words of the applicant | |  |
| Key areas that the applicant would like support to achieve this aim: | |  |
| **Applicants previous work / work experience –** please list most recent first –  0r please enclose CV if applicant has one (however rough it may be is as long as it has these details) | | |
| **Dates:** |  | |
| **Company:** |  | |
| **Duties:** |  | |
| Dates: |  | |
| Company: |  | |
| Duties: |  | |
| **Dates:** |  | |
| **Company:** |  | |
| **Duties:** |  | |
| **Applicants education:**  0r please enclose CV if applicant has one (however rough it may be as long at it has these details) | | |
| College: |  | |
| Dates: |  | |
| Qualifications: |  | |
| School: |  | |
| Dates: |  | |
| Qualifications: |  | |

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| The following criteria will be used as part of the recruitment process when selecting the interns for Project SEARCH.  As the interns will spend most of their day in various departments in the Eastbourne Hospital, the criteria **must be met** on all accounts.  Please tick to confirm the boxes and then sign below to confirm agreement subject to being offered a place: | | | | | |
| Is aged 18-24 | |  | Is ready to leave college | |  |
| Ready to work (with support) | |  | Willing to have immunisations | |  |
| Willing to contribute to the cost of having a DBS check. Approx. £30 | |  | Willing to wear an NHS ID card & uniform | |  |
| Willing to share health information and vaccination history | |  | Able to follow instructions | |  |
| Able to navigate the site (with training) | |  | Willing to use public transport | |  |
| Has some work-related experience | |  | Has a good attendance record | |  |
| Can provide a reference | |  | Wants to find paid employment | |  |
| Can attend a full-time programme | |  | Wants to learn in a hospital environment | |  |
| Has an Education, Health and Care plan | |  | Signatures: Parent Student | | |
| **Additional notes / comments:** | | | | | |
| **Have you any spent or unspent criminal convictions or bindovers, or cautions, warnings or reprimands?**  Yes/ No | | | | | |
| **Referrer’s reference: (recent Tutor/keyworker or if that is not possible parent/carer)**  I think this applicant will be a good candidate for Project SEARCH because: | | | | | |
| **Referrer Signature** |  | | | **Date:** | |
| **Applicant Signature** |  | | | **Date:** | |
| **Parent / Carer / Guardian Signature** |  | | | **Date:** | |