

Supported Employment Team
Montague House,
Montague Place,
Brighton, BN2 1JE
01273 295961



REFERRAL FORM Use this form to ask for a service from the council's Supported Employment Team

Please return completed form by post (address above) or email to SET@brighton-hove.gov.uk

Please give as much detail as possible - incomplete forms may be returned to you

About you (the person being referred):

First name: _____ Surname: _____

National Insurance Number: _____ Date of Birth: _____

Address & Telephone: _____
Postcode: _____ Mobile: _____

Email: _____

Do you have any requirements regarding contact with our team (e.g. physical access, interpreter)?

Who would you like us to contact when we are ready to make an appointment with you (e.g. yourself, support worker, carer, etc.)?

How would you prefer us to make contact? (Please tick all that apply)

Phone E mail Letter Text

Which out-of-work benefits do you receive? (Please tick)

- ESA (Employment Support Allowance)
- Universal Credit for People with Limited Capability For Work or Limited Capability For Work Related Activity
- Universal Credit for People Fit For Work
- JSA (Job Seekers Allowance)
- None of These Benefits

Supported Employment Referral Form (continued)

Do you consider yourself to have any of the following? (Please tick all that apply)

Learning Disability:

The Mencap website has an explanation of what a learning disability is:
(www.mencap.org.uk/learning-disability-explained/what-learning-disability)

Autism:

The National Autistic Society website has an explanation of what autism is:
(www.autism.org.uk/about/what-is.aspx#)

Another disability (please explain):

The Gov.uk website has an explanation of what is a disability:
(www.gov.uk/definition-of-disability-under-equality-act-2010)

Long term mental health condition

There are specialist Mental Health Employment Services in Brighton & Hove. We will send you information about those services.

What care and support services do you currently receive (including any support to look for employment)?

Why do you need the Supported Employment Team to support you with work and looking for work? (E.g. how does your disability prevent you from finding or keeping employment? Why have other employment services not been able to help you?)

What sort of work have you done in the past (paid or unpaid) and what support did you have with that work?

Is there any other information we need to know before meeting with you?

Supported Employment Referral Form (continued)

If someone is helping you make this referral please give that person's details:

Name:	
Organisation:	
Job Title:	
Contact Details:	

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053**.

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Why we are processing your data

- We are collecting your data for the purpose of providing you with a supported employment service
- We have a legal basis for collecting this data under Explicit Consent and you will be required to provide Consent below.
- Your data may be shared with Brighton & Hove City Council Adult Social Care Services
- To make sure that it delivers its functions as efficiently as possible, this Council may share your information with one of its local authority partners, namely Surrey County Council, West Sussex County Council, East Sussex County Council, etc, with whom it operates a shared service arrangement and shared funding arrangement.
- We will hold your data for 7 Years

Your information rights

- You have rights around the information we hold on you, further information on your rights are available on our website: <https://www.brighton-hove.gov.uk/content/about-website/privacy-and-cookies>.

Further information

- If you would like to discuss this further please contact the council's Information Governance Team on 01273 295959 or data.protection@brighton-hove.gov.uk
- BHCC's Data Protection Officer may be contacted on gdpr@brighton-hove.gov.uk

Please sign to confirm that you consent for your information to be used in this way

Your signature: _____

Date: _____