

JOB SEEKER REFERRAL FORM

* Compulsory Fields



CLIENT DETAILS						
Date *						
Name *				Date of Birth *		
Address *						
Phone		Mobile		Ethnicity		
Email						
REFERRER DETAILS						
Referrer Name *				Phone *		
Referring Agency/Service *						
Address *						
WORK & INCOME DETAILS						
Work & Income No *		Office *		Benefit Type *		
Work Broker				Phone		
OTHER DETAILS						
Disability Diagnosis or Barriers to Employment *						
Other Disability Agencies involved						
Disability Case Manager				Phone		
Do you have a CV? Please Circle One Yes No If yes, please bring it with you to your appointment.						
Reason for Referral *						
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.....						
Has the client clearly demonstrated work readiness and motivation?						
Job Choices * If client is hoping to access Activity in the Community (AIC), or Taskforce Green, please identify						
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.....						
Relevant Issues * see Referrer Checklist (Incomplete information, including omitted behavioural or legal issues may have a negative impact on outcomes)						
.....						
.....						
I give permission to Catapult Employment Services Trust, under The Privacy Act 1993, to access information from employers, referrers, doctors, clinicians and other parties for information relative to my employment.						
Signed by client Date						
NB: Please feel free to contact Catapult Employment Services to further discuss any aspects of this referral.						
OFFICE USE ONLY	Form Completed Y <input type="checkbox"/> N <input type="checkbox"/>	Referral Accepted Y <input type="checkbox"/> N <input type="checkbox"/>	Data Entry	Client Details Entered <input type="checkbox"/>		
	(including sufficient checklist)	Waiting List Letter Sent Y <input type="checkbox"/> N <input type="checkbox"/>		Waiting List Date Entered <input type="checkbox"/>		
	Return Form (incomplete) Y <input type="checkbox"/> N <input type="checkbox"/>	Contact Record Entered Y <input type="checkbox"/> N <input type="checkbox"/>		Change Status – Waiting <input type="checkbox"/>		

CATAPULT EMPLOYMENT SERVICES TRUST – REFERRER CHECKLIST

You may find the following questions helpful in deciding whether to refer your client to our service. We have found that there are many perennial issues that clients present with and you may find the following suggestions helpful in order to get the best results for your client.

1. Has the person clearly demonstrated a desire to work? Yes No

Sometimes clients with high needs may be changing their minds about work frequently or be responding to real or perceived pressure from others to find a job. To make employment a realistic option there needs to be a clear demonstration of the person wanting to work over a reasonable period of time. Sometimes clients with high needs may not be clear about what it means to work and may need some initial training around this.

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2. Are there any health issues that need to be addressed before starting work? Yes No

We work with people regardless of any health issues however we need to know there is a baseline of stability so that a person's health will not be adversely affected by working.

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Health situation manageable/appropriate for work?.....
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3. If the client has clearly identified a specific job choice will they need training before accessing our service? Yes No

For example if the person wants to be an Office Assistant, do they need to be enrolled in an Office Skills Course before accessing our service?

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4. Are there other needs that should be addressed before the job search process can begin e.g. Housing, Budgeting, Support for Family/Whanau? Yes No

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If you have any queries or issues you would like to discuss please feel free to contact us.

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email: admin@ces.org.nz

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