



13 -15 West George Street
Kilmarnock KA1-1DH
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This information is used to help us determine which areas within our services will be most suited to both your aspirations and our needs within our delivery. The information will be held confidentially and will only be seen by Job Coaches from WG13 who are involved in delivering our training.

Client Name:	Date of Referral:
Telephone no:	Address:
Mobile no:	
Email:	Postcode:
Where did you hear about WG13:	Date of Birth:
Emergency contact name:	Emergency contact number:
Brief outline of the reasons/barrier for referral:	
Any mental health conditions (diagnosed or undiagnosed) Please state	
As an equal opportunities organisation we would like to ensure that we meet your needs; do you have any specific requirements which would assist us to do this? Do you have any mobility issues? (please specify)	
Are you / is the client accessing, or currently being supported by, any other support agencies., e.g. GP, Community Mental Health Team, Employment Support Agency, <i>Care leaver?</i>	
National Insurance number?:	
Any criminal convictions?	
Additional information including any potential risk:	
Referring agency (please indicate office location referred from):	
Contact Name:	

Contact Email:	Contact Number:
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For office use only

Date Received:	Initial Contact:
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What area(s) of work or training are you interested in?

Kitchen assistant	<input type="checkbox"/>	Art and craft assistant	<input type="checkbox"/>
Domestic assistant	<input type="checkbox"/>	Kitchen porter	<input type="checkbox"/>
Events assistant	<input type="checkbox"/>	Marketing	<input type="checkbox"/>
Concierge	<input type="checkbox"/>	Receptionist	<input type="checkbox"/>
Bar staff	<input type="checkbox"/>	Waiting tables	<input type="checkbox"/>

Have you attended any courses? If so, please list in box below (list from most recent)

Course	Date	Training Provider

Do you have any work or volunteering experience? Please list below (list from most recent):

Date (From – To)	What you did?	Any skills gained?	Name of Employer

Would you be interested in paid employment?

Yes/No

Would you be interested in voluntary work?

Yes/ No

Would you be interested in further training?

Yes/No