

South Tyneside TEN Online Initial Registration Form

PLEASE NOTE – ALL NEW TEN CLIENTS WILL NEED TO UNDERGO AN INDUCTION & ACTION PLANNING PROCESS WHICH WILL REQUIRE ATTENDANCE AT ONE OF OUR CENTRES. COMPLETING THIS ONLINE INITIAL REGISTRATION FORM WILL HELP REDUCE THE AMOUNT OF TIME REQUIRED FOR YOUR INITIAL INTERVIEW AND MAY HELP SPEED-UP APPOINTMENT TIMES.

General details		Employment details:	
First name		Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Surname		If "No", how long have you been unemployed?	
Address			
Post Code		Up to 6 months <input type="checkbox"/>	7 to 12 months <input type="checkbox"/>
Telephone number:		13 to 24 months <input type="checkbox"/>	24 to 36 months <input type="checkbox"/>
National Insurance Number:		Over 36 months and recently returned to the labour market <input type="checkbox"/>	
Date of Birth:		People facing exclusion from the labour market.	
Are you: male? <input type="checkbox"/> female? <input type="checkbox"/>			
Personal details: Which of the following groups do you consider you belong to:		Do you think you belong to any of the following groups?	
White – British <input type="checkbox"/>	Black or Black <input type="checkbox"/>	Single parents or people with other care responsibilities <input type="checkbox"/>	
White – Irish <input type="checkbox"/>	British – Other <input type="checkbox"/>	People in need of training in English as a second or other language <input type="checkbox"/>	
White – Other <input type="checkbox"/>	Asian or Asian <input type="checkbox"/>	People with literacy (reading) or numeracy (maths) problems <input type="checkbox"/>	
Mixed – White and Black Caribbean <input type="checkbox"/>	British – Indian <input type="checkbox"/>	People who have recently lost their jobs because of large scale redundancies <input type="checkbox"/>	
Mixed – White and Black African <input type="checkbox"/>	Asian or Asian <input type="checkbox"/>	Ex-offenders <input type="checkbox"/>	
Mixed – White and Asian <input type="checkbox"/>	British – Pakistani <input type="checkbox"/>	People who have been out of the labour market for at least 2 years but are now looking for work <input type="checkbox"/>	
Mixed – Other <input type="checkbox"/>	Asian or Asian <input type="checkbox"/>	Homeless <input type="checkbox"/>	
Black or Black <input type="checkbox"/>	British –Bangladeshi <input type="checkbox"/>	Men and women in occupations where their sex is under-represented <input type="checkbox"/>	
British- African <input type="checkbox"/>	Mixed White and Asian <input type="checkbox"/>	People with no up-to-date qualifications <input type="checkbox"/>	
Black or Black <input type="checkbox"/>	Mixed – Other <input type="checkbox"/>	People with no work experience since leaving school <input type="checkbox"/>	
British-Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	Refugees <input type="checkbox"/>	
Do you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>		Drug and alcohol mis-users <input type="checkbox"/>	
I prefer not to say <input type="checkbox"/> If yes please give any accessibility issues on the back of this form.		Qualifications: What is the highest qualification (or equivalent) you hold?	
Which benefit are you in receipt of? Income Support <input type="checkbox"/>			
Incapacity <input type="checkbox"/> JSA <input type="checkbox"/> Other (specify) <input type="checkbox"/> None <input type="checkbox"/>		NVQ/SVQ level 1 <input type="checkbox"/>	GNVQ/SNVQ <input type="checkbox"/>
European Social Fund:		NVQ/SVQ level 2 <input type="checkbox"/>	No qualifications <input type="checkbox"/> Please provide details of other qualifications you hold:
This project may be part-financed by the European Social Fund (ESF). If so, you will be informed separately. Have you been on any other ESF funded courses in the last three years? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please provide details:		NVQ/SVQ level 3 <input type="checkbox"/>	
		NVQ/SVQ level 4 <input type="checkbox"/>	
		NVQ/SVQ level 5 <input type="checkbox"/>	
Declaration:			
I declare that the details given on this form are true to the best of my knowledge. <i>Information on clients such as names and addresses, CV's etc. may be stored electronically and may be passed to our funding partners. Individual clients have the right to access their personal information at any time. If you do not wish to have your information stored electronically, you should not sign this form but inform a member of TEN staff. The range of services we are able to provide may be restricted in such circumstances. I agree to the details above being stored electronically. I have been given a Client Information Pack and advised to read the Client Information folder displayed at the centre. I am aware that registration as a TEN client brings automatic membership of the TEN Unemployed Forum and I agree that my name and address details may be passed on to the Forum for the purposes of keeping me informed of the Forum's activities.</i>			
Signed (On first visit to TEN).....		Date:..... SEND	
For office use only			
ESF eligibility criteria satisfied: Yes <input type="checkbox"/> No <input type="checkbox"/>		Client Registration Number:	
Name of ESF project:	ESF Dossier No.	Staff member:	
Signed Project Manager	Date:	Print Name:	

Guidance Notes

General details

Please fill in the following details:

- ✓ Your name, address and telephone number.
- ✓ Your National Insurance number issued by the Department of Social Security.
- ✓ Your date of birth.
- ✓ Your gender.

Personal details

Please state (if you want), the ethnic group you consider you belong to.

European Social Fund

When a project is partly financed by the European Social Fund, it is useful to know if you have been on any other ESF funded course within the last 3 years. If this is the case, please give details of the course and any other information you consider appropriate.

Employment details

Please state if you are currently employed. If not, please indicate the length of time you have been unemployed by ticking one of the boxes over the page.

People not working or not looking for work

The project is primarily for people who face difficulty finding employment and it is very important we know what these difficulties are. Please fill in any of the boxes over the page you feel best describe your reasons for being out of work or not looking for work. You may fill in more than one box.

Qualifications

Please tick one of the boxes over the page to show the highest level of qualification you have. The qualification you have received may be equivalent to a specific NVQ level. Use the table below to find out the level of your qualification.

NVQ Level	Description	Equivalent qualifications
1	Basic level; *Foundation *Semi-skilled *Pre-training	*GCSE *SCE *CSE *City and Guilds level 1 *City and Guilds part 1 *RSA stage 1 *Vocational certificate; *BTEC *BEC *SCOTBEC or SCOTVEC 1 st or general certificate *Basic literacy and numeracy qualifications, such as Wordpower and Numberpower.
2	Middle level; *Skilled	*RSA Stage 2 *RSA diploma *Pitmans intermediate * City and Guilds craft; *BTEC *BEC *SCOTBEC *TEC *SCOTEC or SCOTVEC 1 st or general diploma *1 A level, GNVQ or SNVQ
3	Middle level; *Full craft/ technician *Intermediate academic	*City and Guilds level 3 *City and Guilds part 3 *City and Guilds advanced *2 or more A levels, GNVQs or SNVQs
4	High level; *Advanced technical *Semi-professional; *Graduate academic	*First degree (BA, BSc, Bed, etc.) *Nursing and teaching qualifications *Some diplomas *HND
5	High level; *Full professional * advanced academic	*Master's degree *PhD * Some diplomas *PGCE

