**Groundwork Traineeship Referral Form** 

Thank you for taking the time to refer a young person onto our Traineeship programme.

Please use this form to provide as much detail as possible. This will help us assess whether the programme is appropriate for their needs, and allows us to adjust our support as relevant for each young person.

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| **APPLICANT DETAILS** | |
| **Name:** | **D.O.B:** |
| **Address:** | |
| **Phone number:** | **Email:** |

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| **YOUR DETAILS** | |
| **Name:** | **Relationship to applicant:** |
| **Organisation:** | |
| **Phone number:** | **Email:** |

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| **THEIR EDUCATION BACKGROUND / SKILLS & INTERESTS / CAREER PROSPECTS** |
| We particularly want to know the highest level qualification the applicant holds. |

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| **THEIR FAMILY AND HOUSING SITUATION / SOCIAL WORKER INVOLVEMENT** |
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| **ADDITIONAL NEEDS** |
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| **OFFENDING BACKGROUND (DETAILS OF ANY UNSPENT CONVICTIONS, DATE OF LAST CONVICTION)** |
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| **IS THERE ANY OTHER INFORMATION WE NEED TO BE AWARE OF?** |
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Please sign or type your name here to confirm that you understand that the information that you are providing is being collected under the Data Protection Act 1998. It will form part of the applicant’s file and if the applicant requests to see the information that Groundwork holds on them, under the Data Protection Act 1998, we would release this information.

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| **Signature:** | **Date:** |

**Please complete and return to us:**

**BY EMAIL**

Send as an attachment to traineeships@groundwork.org.uk or any member of the Groundwork team.

**OR BY POST**

To ‘Traineeships Team, Groundwork, The Environment Centre, Shaw Road, Oldham, OL1 4AW’.