



JOB SEEKER REFERRAL FORM Page 1

WORKSTAR

Date: _____ Initial Appt: _____ Gemma No: _____
Previously Registered? Yes

Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Email: _____

Date of Birth: _____ Ethnicity: _____

Emergency Contact Name: _____

Emergency Contact Details: _____

Doctor's Name and Phone No: _____

Did you refer yourself to WORKSTAR? Yes No

Other Support Agency: _____ Support Worker/Case Manager: _____

Contact Details: _____

Are you currently registered with another employment agency (eg Te Ara Mahi, CCS, etc)

How did you hear about Workstar? _____

Are you registered with Work and Income? Yes No

Do you receive a Work and Income Benefit: Yes No

Type of benefit (ie sickness/invalid etc): _____

W&I Number: **IRD Number:**

Do you consent to Workstar communicating with your W&I referring officer? Yes No

Disability: _____

Transport: **(circle)** Car Bicycle Bus Other _____

License: **Yes / No** Restricted Full Classes 1 2 4 5 6 F DG W T R

Do you feel you are ready for work? **Yes / No**

What area can you work in? eg: Nelson/Stoke/Richmond: _____

How many hours a week could you work? _____

What type of work are you looking for? (ie: Building/Catering/Care/Admin)

Will you need some training or need to do a course to do this type of work? **Please comment:**

Are there any other issues (including additional health issues) that need to be addressed before starting work? **Please comment:**

WORKSTAR operates a zero tolerance to violence policy. Any acts of aggression will result in you being asked to leave WORKSTAR immediately.

CONVICTIONS AGAINST THE LAW

Have you been convicted of any offence against the law in NZ or overseas? **Yes / No**

Details:

Do you have any criminal or major traffic charges pending? **Yes / No**

Details:

Have you ever been under a trespass order or received caution for past behaviour? **Yes / No**

Details:

Is there anything else you think we need to know?

Please comment:

CODE OF CONDUCT I agree to be abide by the Workstar Code of Conduct for Clients

PRIVACY RELEASE

*Under the provisions of the **Privacy Act 1993** and the **Health Information Privacy Code 1994***

- ▶▶ **I**, hereby authorize **WORKSTAR** to release to any employer with whom it is negotiating on my behalf, any information on my file that may assist me to gain employment.
- ▶▶ I further agree to WORKSTAR collecting relevant details from persons or agencies which will assist in the delivery of service and to my information and CV being shared with Work and Income to expedite the job search process.
- ▶▶ I also agree and consent that the Ministry of Social Development may have access to my data for the purpose of service development and evaluation. I understand that my anonymous details may be used for training or supervision purposes to provide a better service.
- ▶▶ I understand that I may, on request, have access to and ask for correction of my personal information held on file by WORKSTAR.
- ▶▶ Communication between WORKSTAR and the client will remain confidential. Exceptions to this principle occur when in the professional judgment of WORKSTAR, there is clear and imminent danger to you or others. In these circumstances WORKSTAR shall take reasonable action or inform responsible authorities. This agreement is valid while I am an active client enrolled with WORKSTAR.

POST PLACEMENT SUPPORT

I agree that Workstar will continue to support me for a minimum of 6 months after successfully gaining employment by using WORKSTAR'S services.

Client Signature

Date