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**Glasgow City Council’s Employability Pipeline**

**For Participant / Project:** This form should be given to the participant to take to JCP / DWP or posted to JCP / DWP. Once completed by JCP / DWP the participant should sign it and return to the project.

**For DWP / JCP:** Please complete this form **in full** then return to the participant. This employability pipeline is delivered by in-house Council staff and external delivery partners. As it is part funded by the European Social Fund (ESF), a participant’s eligibility for ESF support must be confirmed. Their eligibility can be evidenced by confirmation from an organisation (e.g. DWP), that has accurate knowledge of the participant’s circumstances. Therefore, by providing the information below, you will assist in confirming the eligibility of this participant. Eligibility relates to the benefit(s) claimed and the length of the claim.

**Any sections/fields marked with \*\* are MANDATORY.**

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| 1. **Participant Details**
 |
| Name **\*\***: |  | Phone **\*\***: |  |
| Address **\*\***: |  | Mobile: |  |
|  |  | Email: |  |
| City **\*\***: |  | D.O.B **\*\***: |  |
| Postcode **\*\***: |  | N.I. Number **\*\***: |  |  |  |  |  |  |  |  |  |

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| 1. **PLEASE PROVIDE FULL DETAILS OF ALL BENEFITS CLAIMED BY THE PARTICIPANT WITHIN THE LAST 2 YEARS.**
 |
| **Benefit Type** (e.g. ALL UC elements; JSA; ESA (please state whether Assessment Phase, WRAG or Support Group); CTR; HB; IS; PIP/DLA etc.) **\*\*** | **Claim Start Date** **\*\*** | **Claim Stop Date (if applicable)** |
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| 1. **Participant’s Employment Status (please read ESF definition (below) and tick one) \*\* :**
 |
| Unemployed   | Long-term Unemployed  | Inactive  |
| Aged 24 or under AND continuously registered unemployed for less than 6 months while claiming JSA, UC and/or ESA WRAG**OR**Aged 25 and over AND continuously registered unemployed for less than 12 months while claiming JSA, UC and/or ESA WRAG | Aged 24 or under AND continuously registered unemployed for more than 6 months while claiming JSA, UC and/or ESA WRAG**OR**Aged 25 and over AND continuously registered unemployed for more than 12 months while claiming JSA, UC and/or ESA WRAG | Any age, currently jobless AND claiming one of the following benefits or no benefits (please circle):* ESA (Assessment Phase or Support)
* DLA
* PIP
* IB
* IS
* CA
* UC
* No benefits
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| 1. Is the participant on Fair Start Scotland? \*\*
 | Yes | [ ]  | No | [ ]  |

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| 1. Length of time since the participant last worked \*\*
 | Years | Months |
|  |  |  |

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| 1. **JCP / DWP Declaration**
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| I confirm that:1. all the information on this form is true and accurate to the best of my knowledge
2. the participant’s details have been verified by the DWP through primary and secondary evidence checks
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| **JCP / DWP Signature** **\*\*** |  | **Date \*\*** |  |
| **Print Name\*\*** |  |
| **JCP / DWP Stamp \*\*** |

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| 1. **Participant Declaration**
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| * I declare that the information given on this form is correct and complete as far as I know and believe
* I declare that I must promptly inform JBG, Work Life Glasgow of any changes to my benefit status
* I agree that JBG, Work Life Glasgow may share my benefit information with their funding contractors
* I also understand that JBG, Work Life Glasgow or their funding contractors may contact the Department for Work and Pensions to confirm my benefit status
 |
| **Participant Signature** **\*\*** |  | **Date \*\*** |  |