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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  | Employed |
| 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 (Support Group)
* DLA
* PIP
* IB
* IS
* CA
* UC (Not jobseeker status)
* No benefits
 | Aged 15 or over and receiving pay from an employer or self-employed. May receive:* WTC
* UC (work-related element)
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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
 |
| **JCP / DWP Handwritten 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 \*\*** |  |

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**DWP Verification Form Guidance**

1. Participant Details

All mandatory fields of this section should be completed in full. Some projects may have written consent from participants to email the form to DWP with section 1 completed. The list of ESF approved projects are listed below:

* Launchpad – Continuing Care & Aftercare, Glasgow City Council
* Glasgow Supported Employment Services – Social Work Services, Glasgow City Council
* Choiceworks – Community Safety Glasgow
* Work Life Glasgow – Jobs and Business Glasgow
* Bridges Programmes
* One Parent Families Scotland
* Way Ahead - Wheatley Foundation
* All In Glasgow - Enable Scotland
* Connect Community Trust – Partnership between Community Central Halls, SWAMP, Govanhill Community Development Trust
1. Benefit Details

This section should list all the benefits the participant has received within the last 2 years. A start and end date (if applicable) should be included to allow us to verify the correct employment status has been selected in section 3.

For both Universal Credit and Employment Support Allowance, we require the UC elements or ESA grouping to be declared to verify the correct employment status for the participant.

1. Employment Status

Listed below are the Scottish Government definitions of each employment status:-

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| **Employment Status** | **Definition** | **Benefit Type** |
| Unemployed | Individual is registered unemployed and either:-*Aged 24 or under and registered unemployed for* ***less than*** *6 months***OR***Aged 25 or over and registered unemployed for* ***less than*** *12 months* | Must be currently receiving an unemployment benefit:-* Job Seekers Allowance
* Employment Support Allowance (Work Related Activity Group)
* Universal Credit (Intensive work search)
 |
| Long-term unemployed | Individual is registered unemployed and either:-*Aged 24 or under and continuously registered unemployed for* ***more than*** *6 months***OR***Aged 25 or over and continuously registered unemployed for* ***more than*** *12 months* | Must be currently and have been continuously receiving an unemployment benefit:-* Job Seekers Allowance
* Employment Support Allowance (Work Related Activity Group)

Universal Credit (Intensive work search) |
| Inactive | Individuals who are not employed or not registered unemployed | Not required to be claiming any benefits but may be receiving: -* Employment Support Allowance (Assessment Phase or Support Group)
* Disability Living Allowance
* Personal Independence Payment
* Incapacity Benefit
* Income Support
* Carers Allowance
* Universal Credit (No work related requirements/Work Preparation/Work related interview)
 |
| Employed | Individuals (aged 15 or over) who receive pay from an employer, or are self-employed | Not required to be claiming any benefits but may be receiving:* Working Tax Credit
* Universal Credit (Working enough/Light touch)
 |

*\*The Universal Credit breakdown lists the relevant UC Labour Market Regime*

1. Fair Start Scotland
2. Length of time since participant last worked

Section 4 is a mandatory question and by completing Section 5 it will help to further evidence the participant’s eligibility for the programme.

1. JCP/DWP Declaration

This section is a key element to the verity of the document and must be completed. The signature must be handwritten by JCP/DWP and should be dated on the same day the document is signed. The printed name should be included of the staff member who has completed the form.

A company stamp must also be provided to verify the signature has been made by JCP/DWP staff.

1. Participant Declaration

The participant will, on receipt of the completed form, sign this section to agree to the content of the document, and allow the project to retain on file for evidence purposes. The document will be signed by the participant before the project retain the evidence on file.

If you have any queries in relation to the completion of this form, please email them to ***gillian.ward@glasgow.gov.uk***