

CONFIDENTIAL

Filling in this Application Form helps us to prepare to meet you. Please be sure to read the accompanying Information Sheet. To help avoid unnecessary delays, please complete it as fully as possible. Unless you have difficulty with writing, please complete and sign this form yourself.

Name(Mr/Mrs/Ms/Miss) Date of birth

Address NI No

Home/landline TelMobileE-mail

When we receive this form we will contact you within two working days. Please say how you would prefer us to contact you and whether you prefer to be contacted in the morning or afternoon:

Home/landline Mobile Morning Afternoon

Workways can help you in planning the next best step towards finding or staying in learning or work. Which of the following most closely reflects your current situation? (Tick no more than 4 boxes):

- I am employed & would like some support to stay in my present job
- I would like to find out about voluntary work
- I would like to find out about New Leaf (see Information Sheet)
- I would like to find out about education/training courses
- I would like to find paid employment
- I would like support with looking and applying for jobs, courses or voluntary work
- I would like support with going to interviews
- I am unsure and would like to explore the options available

Please use the space below to tell us more about the support you would like in relation to learning and work: (e.g. finding out what would suit you, job search, other information and advice, help with confidence and motivation, support in retaining your current paid employment etc.)

Workways is a service for people who have mental health issues. Please describe your mental health issues in your own words and how you feel this may affect learning and work activities? *(All information you give us is treated in strict confidence.)*

Have you discussed this with your GP? Yes/No

Do you have any other health problems? If yes, please describe these in your own words *(All information you give us is treated in strict confidence.)*

Have you discussed this with your GP? Yes/No

Name of GP atsurgery/health centre

Name of care co-ordinator (if any)

Address of care co-ordinator

Name of other supporting agency (if any)

Address of other supporting agency

How did you hear about *Workways*?

I have received a copy of the Information Sheet YES/NO (If no, please ask the person who gave you this form to give you a copy)

I confirm that I have completed this Application Form by myself YES/NO

If No, who completed it for you?.....

I declare that the information I have given on this form is correct and complete as far as I know and believe. I wish to seek the assistance of the Workways team and give permission for them to contact my GP &/or care co-ordinator &/or supporting agency/individual named above for more information if required. Information I provide may be shared with other healthcare professionals working for Devon Partnership NHS Trust and used anonymously and confidentially as part of the ongoing evaluation and development of the Workways service.

Signed Date

Thank you for completing this Application Form. Please send it to:
Workways, Second Floor, 11-15 Dix's Field, Exeter EX1 1QA

What is Workways?

Workways provides information, guidance and practical support for people whose mental health affects their ability to find or remain in employment, education, training or voluntary work.

Coming to Workways won't affect your benefits. You won't be compelled to do anything you don't feel comfortable with and we will work at a pace to suit you. Workways isn't an employment agency or a job broker, but it does have links with lots of other organisations, large and small. Workways is a partner of other organisations in the delivery of some government programmes for people who are not employed. While we work closely with Jobcentre Plus, we are independent of them. Your National Insurance Number (NI No) is required solely for administrative reasons within Workways and is not connected to any matters related to entitlement for state benefits.

Who is Workways for?

Workways is a service primarily funded by Devon Partnership NHS Trust and as such works with people who have mental health issues. We have many combined years of experience in the mental health and employment/learning field. If someone has physical health problems or a learning disability as well as mental health issues then Workways may still be an option, but please do bear in mind that we are not experts in these areas and we may suggest working with other organisations in order to provide the best possible support.

For people living in Exeter & East Devon – we provide information, advice, guidance and practical support on an ongoing basis towards gaining or retaining employment, training, education or voluntary work depending on your particular interests and needs.

For people living in Mid Devon - we are able to offer a single appointment for information, advice and guidance about taking the next step towards employment, training, education or voluntary work.

New Leaf – please complete this form also if you wish to discuss going to New Leaf which offers part-time voluntary opportunities in horticulture, woodwork, printing, catering and also in Clothing Works (a mail order business offering administration and stores work). New Leaf is in Exminster and is part of Devon Partnership NHS Trust's Vocational Rehabilitation Services. If New Leaf interests you, you may find it helpful to visit before coming to Workways - tel: 01392 823720 to arrange a visit

We regret we are unable to pay travelling expenses to attend appointments with Workways.

What happens next?

We will phone you within two working days of receiving your application.

Please keep these notes and do contact us if you have any queries – Tel: 01392 677050