

**PRIVATE AND CONFIDENTIAL**

**Particulars to be completed by the referring agent and/or client:**



Lincoln Pelican Trust Limited

20 – 22 Crofton Road

Allenby Industrial Estate

Lincoln LN3 4NL

Telephone: 01522 513533

Fax: 01522 540093

Email: enquiries@pelicantrust.org

Web: www.pelicantrust.org

<p>Full name</p> <p>Address</p> <p>Postcode</p>	<p>Date of Birth</p> <p>Male                      Female</p> <p>Telephone number</p> <p>Mobile number</p> <p>Marital Status</p> <p>N.I Number</p> <p>Type of Benefit</p>
---	--

Nationality

First Language

Ethnicity

White

Mixed/Multiple Ethnic Group

Asian/Asian British

Black/ African/Caribbean

Black British

Other

Do you have a disability or long term health problems?

Length of time unemployed

Less than 6 months

6 - 11 months

12 - 23 months

24 - 35 months

Over 36 months

Highest level of qualifications gained

None

Below L1

L1 or equiv

L2 or equiv

L3 or equiv

L4 or equiv

L5 or equiv

Not known

**PRIVATE AND CONFIDENTIAL**  
**Particulars to be completed by the referring agent and/or client:**

**Next of Kin**

Name	Telephone number
Address	Mobile number
	Relationship to individual
Postcode	Emergency number

**Referring Agent**

Name	Telephone number
Address	Organisation
	Job title / Relationship to individual
Postcode	

---

**Support Arrangements**

GP -name and address	Telephone number
Community support worker -name and address	Telephone number
Social worker -name and address	Telephone number
Consultant -name and address	Telephone number

**PRIVATE AND CONFIDENTIAL**

**Particulars to be completed by the referring agent and/or client:**

**Please provide details of medical conditions / Diagnosis / Medication**

NHS number

CPA

enhanced

standard

Are there any matters relating to the physical and mental health of the individual of which Lincoln Pelican Trust Limited should be made aware of; e.g. arson, self-harm, violent behaviour.

**Work related goals**

Please supply details of the individual's main objectives and the purpose for the referral

Please state the individual's preferred work area(s) and days.

Client signature of agreement

Referring agent signature of agreement

Date

Date

## PRIVATE AND CONFIDENTIAL

Particulars to be completed by the referring agent and/or client:

### Eligibility Criteria

Lincoln Pelican Trust Limited has developed and refined a programme of work experience and training with considerable success that has proved to be positive, practical and rewarding.

To ensure quality standards, Lincoln Pelican Trust Limited is able to accept or reject any application (on various grounds). This protects the current learner group from individuals considered unsuitable, due to inappropriate behaviour, arson etc. Such reasons must always be open and preferably stated in advance, to avoid the inefficiency of declined referrals.

It is anticipated that referrals will be made from a variety of professional sources:

- Psychiatrists
- Social Workers
- Disability Employment Advisors
- Private Health Care Sector
- Voluntary Organisations
- Community Psychiatric Nurses
- Key Workers
- General Practitioners
- Training Agencies
- Self Referrals

### Please refer to the following guidelines when considering a referral:

1. Placements are available to all those of working age with a mental health problem, learning or physical disability.
2. Placement will be on the basis of potential for the individual to benefit from the development programme.
3. Potential applicants must have no current drug/alcohol problem, unless currently undergoing or completing a regime of treatment.
4. Applicants must be motivated to attend and can demonstrate a commitment to employment/training.
5. Appropriate interaction in a group situation.
6. All applicants to Lincoln Pelican Trust Limited must have a Personal Budget or other funding available (e.g. self funding) to cover the cost of £40 per day of attendance. The funding must also cover any travel costs the applicant incurs.
7. Mental Health Service Users aged between 18 and 64 years old who are not in residential care may be referred for attendance on the Keeping on Track project. This project is funded by the Lincolnshire Partnership NHS Foundation Trust Mental Illness Prevention Fund.

**Lincoln Pelican Trust Limited is committed to the assessment and evaluation of every individual and therefore requests an invitation to attend case conferences/reviews in order to give and receive appropriate information.**

**Data Protection Act 1998 – Lincoln Pelican Trust Limited is likely to put information onto a computer to assist with record keeping.**