

*This Project and Publication are supported by the Department of Employment Affairs and Social Protection, which is funded by the Irish Government.*

### Referral form

This form is to be completed by the appropriate Referral Agent with the client as part of the referral procedure to support an application for a CE Engagement Project. The local referral agent identifies through the course of assessment and support planning with the client that the CE Engagement Project is an appropriate development and progression option for that person.

#### Criteria for application:

- ✓ Over 18 years of age.
- ✓ Accessing homeless services.
- ✓ In receipt of a Social Welfare Payment. (including SWA & BASI)
- ✓ Not having previously exhausted maximum lifetime CE participation.
- ✓ Have the necessary commitment and ability to cope with the daily routine of programme participation over 19.5 hours per week.
- ✓ Stable in their recovery from addiction & mental health issues if present.

#### Recruitment process & selection procedure:

- ✓ Initial assessment meeting between the applicant and the CEE Supervisor to establish whether this project is a suitable option, and to help us understand the learning and development, and general support needs of the applicant.
- ✓ Applicants have to complete the Garda Vetting Process and will be considered on a case-by-case basis regarding the eligibility for the programme (please see below).
- ✓ Risk assessment and pre-employment medical.

As per the Department of Employment Affairs and Social Protection guidelines, individuals who have been prosecuted or convicted in respect of the following offences are **not eligible** to participate in posts where Garda Vetting is required:

- ✓ The individual has been prosecuted or has a conviction for a sexual offence;
- ✓ The individual has been prosecuted, or has a conviction for, an offence that relates to the ill treatment or neglect of children or vulnerable adults;
- ✓ The individual has been prosecuted, or has a conviction for, the ownership, production, possession or distribution of child pornography.

If it is decided that CE Engagement project is not the appropriate option, we will help in directing the applicant to alternative training and employment options

Completed referral forms to be sent to:

Email: [CE\\_Engagement@dubsimon.ie](mailto:CE_Engagement@dubsimon.ie)  
Tel: 086 041 1106 / 086 142 8944

Dublin Simon C.E. Engagement Project  
5 Red Cow Lane  
Smithfield  
Dublin 7 D07PD3

*This Project and Publication are supported by the Department of Employment Affairs and Social Protection, which is funded by the Irish Government.*

For C.E.E. office use only			
Referral received/ checked by:	Staff Name:	date	
Interview:	date	Attended:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Meets criteria:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reason:
Outcome:	Waiting list <input type="checkbox"/>	Not ready <input type="checkbox"/>	Referred <input type="checkbox"/>
Invitation Vetting:	date	Handed in to:	
Garda Vetting result:	date	Eligible <input type="checkbox"/>	Not Eligible <input type="checkbox"/>

**Please contact the C.E. Engagement Supervisor with any queries.**

<b>Referrer Details:</b>	Name of Referral Agent: Name of Referral Agency: Contact Address: Phone Number: Email Address: Position : Length of time working with client :
<b>Applicant Details:</b>	Name: Current Address: Phone: DOB: What is your education level : Primary : Junior Certificate : Leaving Certificate: Further education:

*This Project and Publication are supported by the Department of Employment Affairs and Social Protection, which is funded by the Irish Government.*

Do you need support with reading, writing, spelling, or numeracy?

Why do you want to participate in the C.E. Engagement Project?

What do you hope to gain from participating in the project?

Please tell us about any issues with addiction or mental health you have experienced recently, or in the past. Are you undergoing any treatment for these?

Please tell us about how you deal with stress and anxiety on a daily basis.

*This Project and Publication are supported by the Department of Employment Affairs and Social Protection, which is funded by the Irish Government.*

	<p>Please tell us briefly about any previous experience participating/attending any other programmes, training, education and/or employment.</p>
<p><b>Referrer Support:</b></p>	<p>Please outline why you support the referral of your client to the CE Engagement Project.</p> <p><i>(Note this Project is not a CE Drugs Rehabilitation Project, clients dealing with drug abuse should consider DRPs).</i></p>

*This Project and Publication are supported by the Department of Employment Affairs and Social Protection, which is funded by the Irish Government.*

Thank you for considering making an application to Dublin Simon Community, in order to advance your application, we will need to process a certain amount of your personal information.

Dublin Simon Community is controller of the personal information you submit in your application through the recruitment process, and you can see our [privacy policy](#) for further information.

If you apply to work with us we will use the personal data that you give us during the recruitment process and keep it for 18 months after your recruitment process ends unless we are obliged by law to keep it for longer.

We will only share it with our recruitment agencies and contractors if they are relevant to your applications and to check references with third-parties nominated by you. We will not disclose your Personal Data to anyone else without your consent unless we are obliged to by law.

**I, the applicant confirm that I have read and understood the terms of this agreement and that I wish to proceed with my application**

**Signed referral agent:** \_\_\_\_\_ **Signed applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_