

Doubt referral form 1 – Customer may not be available for work or actively seeking work

Part 1 About the customer

Title Mr Mrs Miss Ms Other

Surname

Other names

NI number Letters Numbers Letter

Part 2 Reasons for referral

The customer may not be available for work or actively seeking work if they:

- cannot start work immediately
- have restricted the number of hours they can work
- have restricted the type of work they are prepared to do, where they are prepared to work or the terms and conditions they will accept. For example, they are only looking for work that is not available in the location they have specified
- are a student and are not willing to give up the course to accept a job
- are not taking sufficient steps to find work
- are a prisoner on temporary release
- are getting Maternity Allowance or maternity pay from an employer.

Please tell us as much as you can about why you think the customer may not be available for work or actively seeking work. Continue on another sheet if necessary. If you use more sheets, attach them to this form and put the customer's name and NI number at the top.