

• Please fully complete this form and where tick boxes appear, tick those that apply.

## Part 1: Customer Details

1. Title      Mr     Mrs     Ms     Miss     Other  ▶ (please specify)

Surname

First name(s)

Address

Postcode

Telephone number

Date of birth         National Insurance number

Signing day/cycle       Next due to sign on

Previous DEA contact      Yes  ▶ please provide details in Part 5      No

**Status:**

JSA       JSA       Both joint claim jobseekers       Yes       No   
 (Claimant)      (Joint Claimant)      to attend DEA appointment?

Unemployed       IS       IB       Employed       Other   
 (no benefit)

Please specify

## Part 2: Referral Details

**From:**

Name       Date

Office

## Part 3: Details of DEA Appointment (if known)

DEA

Date         Time  am/pm

Office

Most recent Jobseekers Agreement attached      Yes       No       Not appropriate



# ***Completion of form ES18JP (Referral to DEA) AIDE MEMOIRE***

- It is important that form ES18JP is fully completed for every customer being referred to a DEA, regardless of benefits claimed by the customer.
- For JSA customers a Jobseekers Agreement must be attached to the ES18JP.

## ***Completion of the ES18JP***

Parts 1,2,4 and 5 of the form should be completed by the referrer. They **should not** be completed by the customer or anyone other than the referrer.

- Part One** - Should be completed fully with as much information as possible. Name, Address, Telephone Number, Date of Birth, National Insurance Number and status are essential information.
- Part Two** - Should be completed so that the DEA can give feedback to the referrer.
- Part Three** - The appointment should be arranged in conjunction with the DEA.
- Part Four** - There may be more than one reason for a referral being made. All appropriate boxes should be noted.
- Part Five** - This gives essential information about:
  - The nature of the disability
  - Employment and social history
  - More specific information on why the referral is being made than is given in "Part Four".

**Note:** If insufficient information is provided on the ES18JP the DEA may have to return the referral to you.

***If you have a query about a referral please contact a DEA***

