**Going Forward into Employment (GFiE) - Referral Form**

Going Forward Into Employment works with organisations that support people who have been released from prison or served a community sentence within the last 5 years, to find employment within the Civil Service. As a referee, we ask you to support the individual in their application by completing this form, confirming that they are eligible for a GFIE role (see criteria on page 2) and providing any relevant/supporting information.

Thank you for your support - if you have any queries, please contact GFIE@cabinetoffice.gov.uk

| 1. **Your Details (Referee)**
 |
| --- |
| Full name |  |
| Job title |  |
| Organisation |  |
| Contact e-mail address |  |

| 1. **Candidate Details**
 |
| --- |
| Full name |  |
| Home location (town) |  |

| 1. **Offence/License details (if relevant ie. candidate is being referred by Prison or Probation)** - if you are referring from DWP or another organisation you are not required to complete this section)
 |
| --- |
| Offence details (those that relate to current sentence) |  |
| License conditions (particularly if relevant to employment) |  |

Please provide a short statement supporting the referral of the candidate. You may wish to include;

* How long the candidate been linked to your organisation:
* Specific skills you have seen:
* Achievements made by the candidate during this time:
* The candidate’s attitude towards rehabilitation/changing their life:
* Training/development or life/work skills undertaken:
* Any other relevant information, regarding the individual (personal or domestic), rehabilitation, home situation, additional factors that a line manager needs to be aware of:



**Referral Sign Off**

I provide support to the candidate named in this referral.

I confirm that the candidate meets the following criteria below **and** the attached job role description:

* The candidate was released from prison within the last 5 years and/or the candidate was served a community sentence order within the last 5 years
* Was not served a conviction relating to terror/hate crime, arson, sexual offences or offences which resulted in a life sentence.

I agree that the candidate meets all the above criteria and has been referred based on the best of our knowledge upon engaging with them.

**Sign-Off details**

Signed: ……………………………………………….. Date:.............................................