

# Employment Service in Schools referral form



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

The Ministry of Social Development and the Ministry of Education have been piloting Employment Service in Schools to help disabled secondary school aged students, including those with health conditions, to prepare for employment when they leave school.

There are three sections in this form:

**Part 1: Student's enrolment** to be completed by the student.

**Part 2: Parent/caregiver, whānau or aiga consent** to be completed by or on behalf of the parent/caregiver, whānau or aiga.

**Part 3: School endorsement** to be completed by an authorised person at the school, for example a teacher or administrator.

**Please note:** By being part of this programme, some information will be shared between the Ministry of Social Development and Ministry of Education to evaluate the success of the service.

Please send the completed form to the chosen Employment Service in Schools provider. Providers can be found at [workandincome.govt.nz/esis](http://workandincome.govt.nz/esis)

## Part 1: Student's enrolment

### Tell us about you

1

#### What is your full name?

First and middle names

Surname or family name

2

#### What date were you born?

Day      Month      Year

3

#### Are you:

Male       Female       Gender diverse

4

#### Tick the group(s) you most identify with.

Māori      → **Which tribe(s) or iwi?**

New Zealand European       Niuean       Samoan       Indian

Other European       Tokelauan       Tongan       Chinese

Cook Island Māori       Other      ↓ **Please write below**

Don't want to answer

#### INFORMATION FOR Q4:

We collect this information for statistics we use in research and future development work.

## Tell us how we can contact you

5

### Where do you live?

Flat/House number	Street name
<input type="text"/>	<input type="text"/>
Suburb	Town/City
<input type="text"/>	<input type="text"/>

#### HOW TO ANSWER Q5:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

6

### How can we contact you?

Tick the best way for us to first contact you

Home phone	( )	
Mobile phone	( )	
Other phone	( )	
Email		

#### HOW TO ANSWER Q6:

Please only give us contact details you'd like us to use.

## Tell us about your schooling

7

### What is the name of your school?

8

### Which region is your school in?

9

### What is your National Student Number?

10

### What is your expected school leaving date?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### INFORMATION FOR Q11:

For example New Zealand Sign Language, Te Reo Māori, English.

11

### What is the first language you use at school?

## Tell us about your disability or health condition

12

### What is your disability or health condition?

  
  

13

### Is your disability or health condition likely to last longer than six months?

No  Yes

## Student's declaration and signature

The Employment Service in Schools has been explained to me and I'd like to take part.  
I understand what you do with my personal information and how you protect my privacy.

Student's name (print)	Student's signature	Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you've helped the student fill in this form, please complete the Helper's Statement on page 5.

## Part 2: Parent/caregiver, whānau or aiga consent

This section is to be completed by or on behalf of the student's parent/caregiver, whānau or aiga representative.

### Tell us about you

14

#### What is your full name?

First and middle names

Surname or family name

15

#### What is your relationship to the student?

### Tell us how we can contact you

16

#### Where do you live?

I live at the same address as the student

[Go to question 17](#)

Flat/House number

Street name

Suburb

Town/City

17

#### How can we contact you?

Tick the best way for us to first contact you

Home phone	(    )	
Mobile phone	(    )	
Other phone	(    )	
Email		

#### HOW TO ANSWER Q16:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

#### HOW TO ANSWER Q17:

Please only give us contact details you'd like us to use.

## Parent/caregiver's, whānau or aiga declaration and signature

I give my consent for the above student to be part of the Employment Service In Schools.

I understand what you do with my personal information and how you protect my privacy.

Name (print)

Signature

Day

Month

Year

### Or

The student's parent/caregiver, whānau or aiga representative has given their verbal consent for the student to be part of the Employment Service In Schools.

School contact person's name (print)

School contact person's signature

Day

Month

Year

If you've helped the parent/caregiver, whānau or aiga representative fill in this form, please complete the Helper's Statement on page 5.



## School's declaration and signature

I have authority to refer the student to the Employment Service in Schools.

First name

Surname or family name

Position

Phone	(    )
Mobile phone	(    )
Email	

Authorised person's signature

Day    Month    Year

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## Helper's statement

Complete this if you've helped anyone to complete this application form.

Your first name

Your surname or family name

Phone	(    )
Mobile phone	(    )
Email	

### Tick the box for the statement that applies

- I completed this application form at the request of the student. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the person applying.
- I completed this application form at the request of the parent/caregiver, whānau or aiga representative of the student. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the partner of the person applying.

Helper's signature

Day    Month    Year

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# How we protect your privacy



MINISTRY OF SOCIAL  
DEVELOPMENT  
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## Collecting your information

**We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)**

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

## Using your information

**We use the information you give us to make decisions about the best way to help you.**

- These decisions may be about:
  - whether you're eligible for our services
  - running our operations and ensuring our services are effective
  - the services we'll provide in the future.

## Sharing your information

**Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.**

- To do this, we may share your information with:
  - prospective employers to help you find work
  - contracted service providers that help us to help you
  - health providers if we need your medical information to assess your eligibility
  - other government agencies when we have an agreement with them
  - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

## Respecting you and your information

**We make sure we follow the Privacy Act to do what's right when we use your information.**

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

## Get in touch if you have a question

**You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.**

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)