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

Going Forward Into Employment works with organisations that support young people who have been in care/ care leavers 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](mailto:GFIE@cabinetoffice.gov.uk) or [Entry.Talent@ons.gov.uk](mailto:Entry.Talent@ons.gov.uk)

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

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

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 changing their 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 has been in care for the last………years

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:.............................................