

# Vocational Rehabilitation Referral Form

**Remploy**

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Date of referral

## Referrer's details

Contact name

Organisation

Address

Job title

Email address

Telephone number

Work:

Mobile:

Preferred contact times

Relationship to the employee (e.g. Line Manager, HR Manager)

## Employee's details

Job title

Name

Address

Telephone number

Home:

Mobile:

Other:

Preferred contact times

Email address

Date of birth

NI number

Contracted hours and working pattern

Current sick pay status

Date absence started

Reason for absence

Please include background information

## Additional information and instruction

Please confirm that the employee has given their consent to their information being passed to Remploy, its authorised sub-contractors and agreed to engage in the process?

Yes

We normally send copies of the report to both the employer and the employee. Please indicate if you would prefer to pass on a copy to the employee direct.

No thanks, we'll provide a copy to the employee direct

Reports are normally provided by password protected email. Please indicate if you require a hard copy instead.

Hard copy required

## Invoice details

Please send the invoice to

The referrer

Yes

Other (please provide the address details below)

Yes

Purchase order (if required)

Yes

Not required

Service delivered:

Absence Management Assessment

Yes

Job Search

Yes

Employability Assessment

Yes

Other Service (please specify)

£ + VAT

Yes

I agree to pay Remploy

Total: £ + VAT

Yes

Authorised by

Signature

Date

Print name

Job title

Remploy ES Terms and Conditions apply. Please contact us if you require a copy.

Please return by:

Post: Vocational Rehabilitation Service Centre  
Remploy, 18c Meridian East  
Meridian Business Park  
Leicester, LE19 1WZ

Fax: 0116 238 0597

Please note that we will acknowledge receipt of your referral within one working day.

For further information please call:

0845 146 0501 calls charged at local rates

or email us at: [vocationalrehabilitation@remploy.co.uk](mailto:vocationalrehabilitation@remploy.co.uk)

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