



# Connect to Work

Help to find or stay in work in  
Lancashire



Easy  
Read

# Easy Read



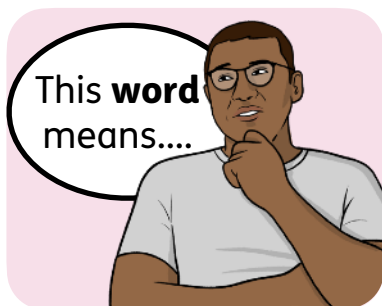
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

# What is in this booklet

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# About this booklet



LANCASHIRE SKILLS  
& EMPLOYMENT HUB

This booklet is from Lancashire Skills and Employment Hub.



This booklet is about **Connect to Work**.

**Connect to Work** is a free service that can support you to find or keep a job that is right for you.

You can:



- Read this booklet to find out more about Connect to Work in Lancashire.



- Fill out the form on page 9 if you would like to get support from Connect to Work.

# How we can help you

We can:



- Help you find the right job by thinking about your skills and what you are good at.



- Find you a paid job and help you keep it.



- Help you if you are finding it hard to keep your job.



- Work with an **employer** to make sure you get the support you need.

An **employer** is a person or organisation who pays you to do a job.



- Work with health services to make sure you get support if your health or disability makes your job difficult.

# How the Connect to Work service works

## Step 1: Contact us

You can tell us that you want to get support from Connect to Work by:



- Filling out and sending us the form on page 12.



- Using the contact information on page 30.

## Step 2: Talk about Connect to Work



We will contact you to explain how Connect to Work can support you.

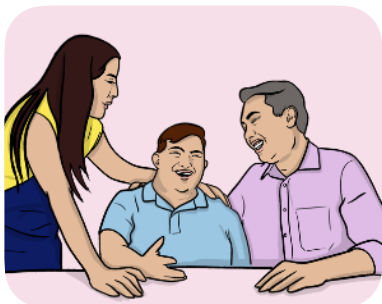


If Connect to Work is not right for you, we can help you find other services that can help you instead.

## Step 3: Learn about you



We will talk with you to help us understand what you need and how to give you the right support.



We can also talk to your family or people who know you well to learn more about you.



We will only do this if you allow us to.

## Step 4: Talk to employers



We will talk to your employer or new employer to help you look for the right job and support.

## Step 5: Find work or support



We will help you find a new job or get the support you need in your current job.

## Step 6: Help you with work



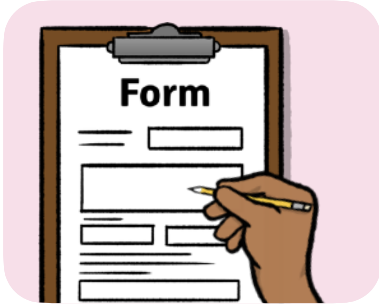
We will keep helping you learn in your job so you can do your job well.

## Step 7: Work with your employer



We will keep working with your employer to make sure you get the support you need.

# Connect to Work form



Please fill out this form if you would like to get support from Connect to Work.



Please answer as many of the questions as you can.

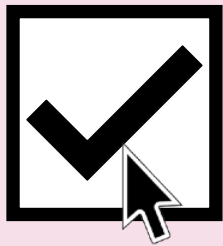


This will help us understand how to help you find a job.

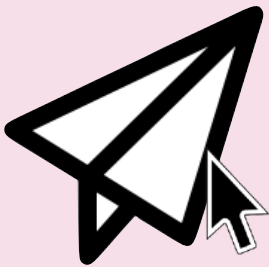
# How to use this form



You can fill out this form on your computer. First, you will need to download it.



When you open the form on your computer, you will be able to click on the tick boxes and write in the text boxes.



When you have finished the form, save it to your computer and email a copy to:

[ConnectToWork@lancashire.gov.uk](mailto:ConnectToWork@lancashire.gov.uk)



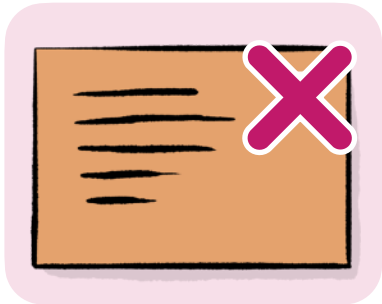
If you prefer, you can fill out the form on our website and just use this Easy Read booklet for its information.



You can find the form on our website by scanning this QR code with your phone.



You can also print out and complete a paper copy of the form and post it to:  
**FREEPOST Lancashire County Council**



This address is **FREEPOST**.

This means you do not need to put a stamp on the envelope.

# Part 1: About you



Please answer all the questions in this part of the form.



Are you happy for us to see and keep your information?

Yes

No

**First name**

Please write your first name here:

**Last name**

Please write your last name here:





Please write the date you were born here:

## Part 2: Your contact information



Please answer all the questions in this part of the form.



Please write your house number and street name here:



Please write the town or city you live in here:





Please write the county you live in here:



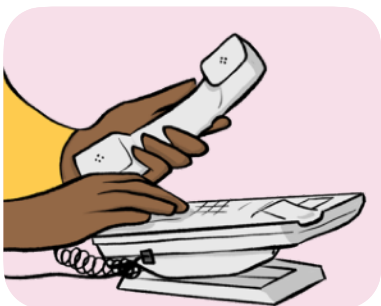
Please write your mobile phone number here:



Would you be happy for us to contact you by text?

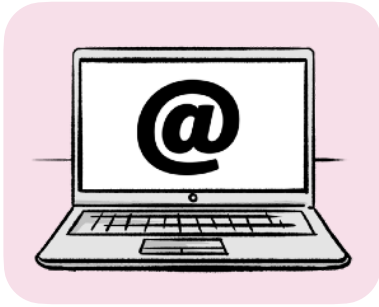
Yes

No



If you would be happy for us to contact you on another phone number, please write the phone number here:





Please write your email address here:



Would you be happy for us to contact you by email?

Yes.

No.



How do you want Connect to Work to contact you?

*Please choose 1 or more options.*

Email

Mobile phone

Landline phone

Letter

*There are more answers on the next page.*



Text

I do not want Connect to Work to contact me

## Part 3: About Connect to Work

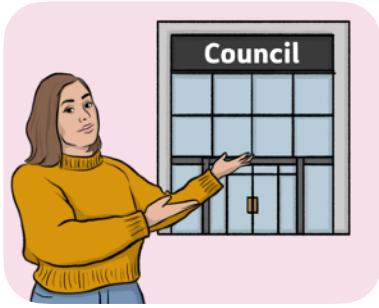


You do not have to answer all the questions in this part of the form if you do not want to.



But your answers will help us understand how to support you.





Have you ever talked to any of these councils about Connect to Work?

- Blackburn with Darwen Borough Council
- Blackpool Council
- Lancashire County Council
- None of these



How did you find out about Connect to Work?

- Advice service
- Charity
- Community care service** - these are services in your local area that help you manage your health
- Employer

*There are more answers on the next page.*



Leaflet

Jobcentre Plus

Newspaper or magazine

Healthcare staff at your local doctor's surgery, like your GP or nurse

A social media website, like Instagram, Facebook, X or TikTok

Another website

Family or friend

Somewhere else - please say:





Would you be able to take part in Connect to Work straight away?

Yes

No



Are you already taking part in another job programme with the Department for Work and Pensions (DWP) or Jobcentre Plus?

Yes

No



Have you ever been arrested or found guilty of a crime that could stop you from getting some jobs?

Yes

No





Are you allowed to live in the UK by law?

Yes

No



Are you allowed to have a paid job in the UK by law?

Yes

No



Please write your National Insurance number in the box below.

You can find your National Insurance number on some documents, like letters from the government about your tax or benefits.





Do you have a paid job?

Yes, I work for an employer

Yes, I work for myself

No, I do not have a paid job



Do you have a disability or a **long-term** health condition?

**Long-term** means you will have the health condition for a long time.

Yes

No



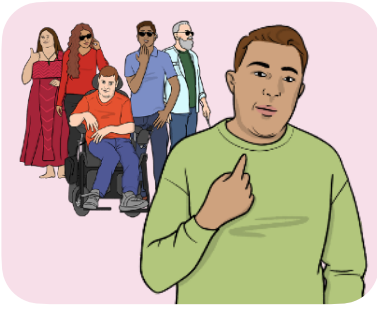
Do you have a **severe** mental illness?

**Severe** means your mental illness affects your life very badly.

Yes

No





Please tell us about the disabilities or long-term health conditions you have.

*Tick all the boxes that are true.*

**Attention Deficit Hyperactivity Disorder (ADHD)** - this is a health condition that can make it hard for you to focus on 1 thing.

You may also find it hard to keep still or be quiet.

**Autism** - this is a health condition that can affect things like talking or being with other people, or how you think and feel about things

Cancer

Chest or breathing problems, like asthma or bronchitis

A health condition that makes you feel in pain or tired all the time, like fibromyalgia

*There are more answers on the next page.*



**Dementia** - this is a disease in the brain. It affects your memory and behaviour.

It can be caused by a disease called **Alzheimer's**.

A mental health condition, like depression or anxiety

**Diabetes** - this is where your body cannot deal with sugar properly

Problem with hearing

Problem with seeing

Problem with speaking

**Epilepsy** - this is a disease that causes you to have seizures in your brain

A heart condition or a condition that affects how your blood moves around your body

*There are more answers on the next page.*



A health condition that affects your **joints**, bones or muscles.

Your **joints** are the parts of your body where 2 bones meet, like your elbows or knees.

A learning difficulty

A learning disability

A skin condition, allergy or **severe disfigurement**.

A **severe disfigurement** is a health condition or injury that has a big effect on how you look.

Problems with your stomach, liver, kidneys, or how your body deals with food

A long-term health condition or disability that is not on this list

A health condition that will get worse over time that is not on this list





Please tell us more about yourself.

*Tick all the boxes that are true.*

I am a young person who has been looked after by children's services in the past.

I am a carer.

I used to be a carer.

I used to be in the British Armed Forces, like the army or navy.

I am married to someone who has been in the British Armed Forces.

I am in the **reserves** for the British Armed Forces.

This means you have agreed to join the armed forces if you are needed.

I have had problems with using drugs or alcohol.

*There are more answers on the next page.*



I am homeless.

I am getting help from the **Ukraine Scheme**.

The **Ukraine Scheme** is help from the UK government for people who are affected by the war in Ukraine.

I am a **refugee**.

A **refugee** is someone who has come to this country because it is not safe to stay in their own country.

I am a **Resettled Afghan**.

A **Resettled Afghan** is someone from Afghanistan who has been given a place to live by the UK government.

I have faced **modern slavery**.

**Modern slavery** is when another person or group forces you to do work for them.

*There are more answers on the next page.*



I have faced **domestic abuse** - this is when you are harmed by a family member or someone you live with.

I am a young person who has taken part in serious violence.

**OR**

I am a young person, and the government thinks I am at risk of taking part in serious violence.

I have finished a prison sentence or other punishment that was given by the court.

I do not belong to any of the groups on this list.



## Part 4: About your referrer



Your **referrer** is the person or organisation that told you about Connect to Work.

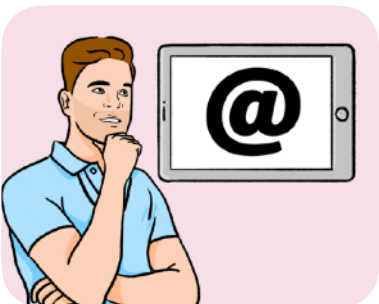
If you do not have a referrer, please go to page 29.



Please write your referrer's name here:



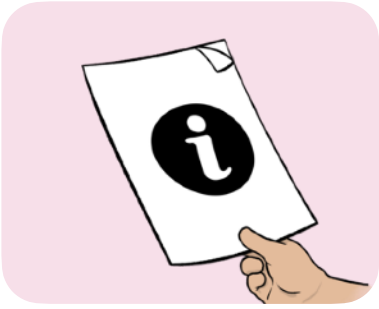
Please write your referrer's phone number here:



Please write your referrer's email address here:



# Part 5: More information



Please use the box below to tell us any other information that could help us support you better:



# Find out more



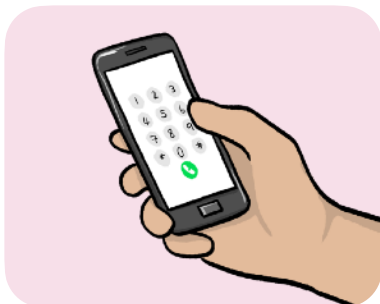
You can look at our website here:  
[www.lancashireskillshub.co.uk/connect-to-work/residents](http://www.lancashireskillshub.co.uk/connect-to-work/residents)

You can contact us by:



- Post: FREEPOST Lancashire County Council

You do not need to use a stamp for this address.



- Phone: 01772 530 222



- Email:  
[ConnectToWork@lancashire.gov.uk](mailto:ConnectToWork@lancashire.gov.uk)



You can fill in a quick survey to say what you think about this Easy Read booklet:

[www.easy-read-online.co.uk/easy-read-feedback-survey](http://www.easy-read-online.co.uk/easy-read-feedback-survey)

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