

# Access to Work Application Form

## Communication Support at Work (CSI)

Application Reference: ATW34593DE



Department  
for Work &  
Pensions

### Part 1: Applicant details

#### Home Address

14 Kings Road  
Birmingham  
Midlands  
B1 1EQ

#### Title

N/A

#### Surname

Brown

#### First Name (s)

Thomas

#### Date of birth

12 June 1995

#### Gender

N/A

#### Tel or Mobile

07192838482

#### Email

thomas@gmail.com

#### Description of disability /medical problem

Deaf

#### Effect of disability /medical problem

N/A

#### Will you be receiving any of these benefits after you start work?

Incapacity Benefit (IB), Severe Disablement Allowance (SDA), Income Support (paid as a result of disability), Jobseekers' Allowance (JSA)

If 'yes' to any, will you be working  
under Permitted Work rules? (Please  
indicate Whether Higher or Lower  
Level or Supported Permitted Work)

### Interview Details

#### Name of employer

Tesco

#### Name of contact within company

Terry Gibson

#### Employer Telephone /Textphone/Fax Numbers (inc STD code)

07987654678

#### Named contact's job title/position

N/A

#### Job title of vacancy

N/A

#### Employer E-mail

terry@tesco.co.uk

#### Date and time of interview

1 November 2019

#### Employer address

101 Kent Way  
Birmingham  
Midlands  
B4 8RT

#### Details of the job you are being interviewed for

N/A

An interpreter or communicator is normally engaged for up to two hours. If longer is required, please give reasons for this in the box below.

**Applicant Declaration**

If you give false information, it may lead to prosecution.

I confirm that the information on this form is correct. I agree to Jobcentre Plus disclosing information contained on this form to the employer and communicator/interpreter named on this form, or to any contracted non-Jobcentre Plus assessor, if necessary.

Signed

Name (CAPITALS please)

Date

We need your consent to share certain personal information with the Inland Revenue. The information we want to share is employment information. This information will only be used by the DWP to check the accuracy of the information we hold and help in the prevention and detection of fraud.

If you do not wish for your personal information to be used in part of this scheme please tick the box.

☐**Part 2 - Approval (Official Use Only)**

CSI Cost

200

This application is Approved ☐ Rejected ☐

Signed

Name (CAPITALS please)

Date

Telephone number

0800 121 7479

Textphone number

0800 121 7579

Business Centre address

Access to Work London Operational Support Unit  
Harrow Jobcentre  
Mail Handling Site A  
Wolverhampton  
WV98 1JE

## Part 3 - Claim Details

### Interpreter/Communicator details

Title

Surname

First name(s)

Level of qualification

Hourly rate

Administration charge (if previously agreed)

**Note for Access to Work Adviser:** Inform interpreter/communicator that

- Any remittance advice will be sent to this address.
- The rate at which we will reimburse mileage.

**To be completed by interpreter, communicator or agent**

	Journey from	Journey to	Method of travel	Public Transport Fares	Actual Miles Travelled	AtW Mileage rate	Mileage Claim	Total Journey Claim
Journey to interview								
Return Journey								

### Total cost of journey to interview and return

Professional fees: \_\_\_\_ hours at Hourly rate \_\_\_\_

Administration fee (only if previously agreed) or Other expenses (please attach details)

Cancellation cost (if any)

**Total expenses claimed**

Please give reasons if interview was cancelled

Please write name of the person or organisation that should be paid.

## Payment Details (through a bank or building society)

**Payee: Please complete your bank/building society details below.**

**Bank payment will be sent to:**

Bank/building society name

Account name

Account number

Sort code

Building society roll number

Bank/building society address

Signed

Date

## Applicant Declaration

If you give false information, it may lead to prosecution.

I certify that the information I have given is true, correct and in accordance with the terms and conditions of Access to Work.

I confirm that I received the interpreter/communicator support details on this claim form.

No part of this claim has been included in any previous claim

Signed

Name (CAPITALS please)

Date

Thank you for taking the time to complete this form. Please return the form to the address below. If you have any questions, please contact us using the number below.

### Official Use Only

Assigned Officer

Address

Access to Work London Operational Support Unit  
Harrow Jobcentre  
Mail Handling Site A  
Wolverhampton  
WV98 1JE

Telephone No

0800 121 7479

Textphone No

0800 121 7579

Date Issued

14 February 2020

Date Returned