

CASE STUDY/ JOBS FAIRS
N.B DO NOT COMPLETE THIS FORM UNLESS CUSTOMER HAS GIVEN CONSENT

Case study – details

Name of customer:	Age:	Sex:
Customer address:		
e-mail address – personal/business		
NEA name of business and website		
Location/Town:	Best time/day(s) to contact:	
Period of unemployment:	Tel:	
Current occupation:	Email:	
Name of employer:	Tel:	
Employer name:	Email:	
Type of business:	Is employer content for publicity?	
Location/Town:		
Jobcentre Plus contact:	Job title:	
Local Jobcentre Plus office:	Tel:	
Region:	Email:	

Are there any particular sensitivities we need to be aware of?

Specific needs: N/A

Summary:
 Please **briefly** (250 words) give details of how we helped the claimant with any interesting points about that person.

Quotes: note any quotes the customer has given us about our service:

Jobs fairs – details

Job Fairs

When and where will the jobs fair be held

How many jobs will be on offer

What are the names of the employers who will be present

Any issues of interest

Email press template to: