**Basic Intake Form for De Maatwerkplaats**

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| **Location** | |  |
| **Start date** | |  |
| **Interviewer** | |  |
| **Coach** | |  |
| **Personal details** | |  |
| **Last name** | |  |
| **First name** | |  |
| **Street** | |  |
| **Postal code** | |  |
| **City** | |  |
| **Mobile phone** | |  |
| **Email address[[1]](#footnote-1)** | |  |
| **Date of birth** | |  |
| **Nationality** | |  |
| **Is there a pending application for Dutch nationality?** | |  |
| **Residence status (valid until)** | |  |
| **Refugee number** | |  |
| **Date of arrival in the Netherlands**  **(stay at the asylum seekers' centre)** | |  |
| **Pre-integration at the asylum seekers' centre** | | Yes/No. Completed/Not completed |
| **Has lived in the municipality since** | |  |
| **Marital status** | |  |
| **Children + age** | |  |
| **Do you use childcare; can you arrange a babysitter?** | |  |
| **Personal transport:**  **Car, bicycle, moped, scooter** | |  |
|  | |  |
| **Integration and the Dutch language** | |  |
| **Registered for integration or dispensation?** | |  |
| **If dispensation granted: what is the reason for this?** | |  |
| **If dispensation granted: have you taken language lessons (e.g. at the library)?** | |  |
| **Start date of civic integration course** | |  |
| **How far are you with civic integration; which modules have been completed?** | |  |
| **Contact person at language school** | |  |
| **Location of language school** | |  |
| **What days/times are your lessons?** | |  |
| **Are you taking additional language lessons besides Civic Integration?** | |  |
|  | |  |
| **Native language and others** | |  |
| **Native language** | |  |
| **What other languages do you speak?** | |  |
| **At what level?** | |  |
| **Education/Courses** | |  |
| **School/education in country of origin** | |  |
| **Do you have diplomas?** | |  |
| **Have your diplomas been converted into Dutch diplomas/credential evaluation?** | |  |
| **Are you going to school in the Netherlands?** | |  |
| **Courses completed in the Netherlands** | |  |
| **VCA** | **Yes/No** |
| **Forklift** | **Yes/No** |
| **Reach truck** | **Yes/No** |
| **Educational wishes**  **(if younger than 25 years or a BBL education)** | |  |
|  | |  |
| **Work/Internship/Volunteering** | |  |
| **In country of origin** | |  |
| **In the Netherlands** | |  |
| **Do you currently have paid work? How many hours per week?** | |  |
| **In the case of a zero-hour contract**  **Do you work on fixed days or are you on call every day?** | |  |
| **Are you currently doing an internship**  **(e.g. at Stroomopwaarts)?** | |  |
| **Are you currently doing volunteer work?** | |  |
| **In the case of work/internship: which days/half-days are you available for**  **De Maatwerkplaats?** | |  |
|  | |  |
| **Occupation** | |  |
| **Do you have a preference for a particular trade route?** | |  |

**Supervision**

|  |  |
| --- | --- |
| **Are you still under supervision by VluchtelingenWerk?** |  |
| **Do you have other supervision (Language buddy, neighbourhood team, budget management, Wegwijs buddy)?** |  |

**Duration of the process: the process requires 3, 4 or 8 half-days per week from you and lasts more than six months. There is a four-week summer holiday. With this in mind:**

|  |  |
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| **Do you have any physical limitations that prevent you from starting this process?** |  |
| **Do you have mental disabilities that prevent you from starting this process?** |  |
| **Are there any other circumstances that prevent you from starting or finishing this process (like planned operations or pregnancy)?** |  |

**Online lessons during COVID**

|  |  |
| --- | --- |
| **Do you have a PC/laptop with a microphone and camera?** |  |
| **Do you have a tablet with a microphone and camera?** |  |
| **Do you have a smartphone with a microphone and camera?** |  |
| **Do you have a space where you can have lessons in peace?** |  |
| **Do you have a table and chair in this room?** |  |
| **Which 2 half-days are you available to take the language test online**  **(30-45 min access to PC/laptop/smartphone)?** |  |
| **Which half-days are you available to take lessons**  **(access to PC/laptop/smartphone)?** |  |

**Privacy Statement**

I agree to my data being recorded in De Maatwerkplaats’ registration system. These organisations may share information with each other as long as it relates to the data in the Intake Form and the associated Route Plan. I will be contacted if consultation with third parties is necessary.

Place and date Client name Client signature

**Attached documents** (tick all that apply)

0 Residence permit (make a copy of the residence document for the project administration)

0 Integration contract

0 Language level NT2 certificate

0 List of diplomas (school/education) and work experience (occupations, years worked)

1. Mandatory privacy statement [↑](#footnote-ref-1)