**European Social Fund - PURE Participant Referral Form**

Support is funded by the European Social Fund to move people into employment, education or training.

**ALL FIELDS, UNLESS STATED AS “OPTIONAL”, ARE MANDATORY AND MUST BE COMPLETED**

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| **SECTION 1: REFERRER/ ORGANISATION DETAILS** | | | |
| First name(s) |  | Last name(s) |  |
| Job Title |  | Contact number |  |
| Organisation |  | Email Address |  |
| Team name: *(Birmingham City Council only)* |  | Additional Information |  |

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| **SECTION 2: REFEREE/ SERVICE USER** | | | | |
| First name(s) |  | Last name(s) |  | |
| Age |  | DOB |  | |
| Address |  | | | |
| Postcode |  | Contact number |  | |
| Gender |  | Email Address |  | |
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| **SECTION 3: EMPLOYMENT STATUS**  Please tick ONE OPTION box below which best describes your status on starting this programme: | | | | |
| Unemployed: ***without work, available for work, and actively seeking work*** | | | |  |
| Inactive : ***without work and not actively seeking work at this time due to current circumstances*** | | | |  |

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| **SECTION 4: ELIGIBILITY**  **Participants who do not meet criteria 1-4 below are not eligible for support through the ESF project.** | | | | | |
| **I (EIW named below) confirm that the participant named above is:**   1. Resident in Birmingham, verified by postcode check 2. The Participant is not receiving support from any other European Social funded projects 3. Aged 29 or above. 4. Has legal right to live/work in the UK/EU for the duration of the project support. 5. Status *(tick appropriate box)*  * Not in any work (Inc. 0 hour contract) or formal education/training. * Not in any work (Inc. 0 hour contract) or full time education but may be attending short training courses.  1. Participant information given above is true and accurate on the date stated below. | | | | | |
| **SECTION 5: BARRIERS TO EMPLOYMENT, EDUCATION OR TRAINING** | | | | | | |
| Does the referee have a barrier that will make it more difficult for them to get into employment, education or training? | | | | | | |
| Yes  (Please provide details below) | No |  | | | | |
| Basic Skills | Homeless or at the risk of being homeless | English Language Learner | Offender/ Ex Offender  (please consent to processing data in Section 8) | Care Leaver | Religious/ Cultural restrictions | |
| Alcohol/ Substance Misuse | Domestic Abuse | Need support to live Independently | Pan Disability/ Mental Health | Childcare responsibility | COVID-19  (Please provide details below) | |
| **Please provide further details/impact of COVID-19 i.e. struggling with your Mental well-being, learning disabilities/difficulties or any other wider barriers:**  (Mandatory if COVID-19 is ticked) | | | | | | |

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| **SECTION 6: EQUALITY MONITORING** | | | | | | | | | | | | | | | |
| **Disability**: The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities | | | | | | | | | | | | | | | |
| Does the referee have a disability or health condition as defined above? | | | | | | | | | | | | | | | |
| Yes  (Please provide details below) | | No | | | | | | | | | | | | | |
| Learning Disability | | Sensory Disability | | Mental Health | | | Physical Disability | | Developmental Disability | | Prefer not to say | | | Other | |
| **If Other, please specify:** | | | | | | | | | | | | | | | |
| **Ethnicity:** Please select and tick one box from the following ethnicity categories: | | | | | | | | | | | | | | | |
|  | Prefer Not to say | | | | | | | | | | | | | | |
| **White** | | **Black / Black British** | | | **Asian / Asian British** | | | **Mixed** | | | | **Other Ethnic Group** | | | |
|  | British |  | African | |  | Bangladeshi | |  | | White / Black African | |  | | Arab | |
|  | Irish |  | Caribbean | |  | Chinese | |  | | White / Asian | |  | | Other | |
|  | Gypsy / Irish Traveller or Roma |  | Other | |  | Indian | |  | | White / Black Caribbean | |  | |  | |
|  | Other |  |  | |  | Pakistani | |  | | Mixed – Other | |  | |  | |
|  |  |  |  | |  | Other | |  | |  | |  | |  | |
| **If Other, please specify:** | | | | | | | | | | | | | | | |
| **SECTION 7: PRIVACY NOTICE** | | | | | | | | | | | | | | |
| For the purpose of data protection legislation, Birmingham City Council (‘we’/’our’) and the PURE Project delivery partners and provider are controllers.  Your personal data will be processed e.g. collected from you and shared between Birmingham City Council and PURE Project delivery partners and provider as part of the PURE Project, for referral and to support your education, employment or training prospects (“the purpose”). We will collect and process your personal data dependent on your individual circumstances, collecting only what is necessary for the purpose, including:  Your name, date of birth, address, telephone number, disability, ethnicity, any barriers to employment, education or training information, national insurance number, passport number.  Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 the lawful basis we rely on for processing your personal data is in the exercise of official authority. In addition, we rely on the employment, social security and social protection (if authorised by law) exception to process your special category (sensitive) data and require your explicit consent to process any criminal convictions and offences data that you provide for the purpose. You have the right to withdraw your consent to the processing of criminal convictions and offences data by emailing my name and ‘stop’ to [birminghampure@birmingham.gov.uk](mailto:birminghampure@birmingham.gov.uk).  You have the right to object to the processing of your personal data. Please note there could be legitimate reasons why we may refuse your objection, which depends on why we are processing it.  Your personal data will be retained for the duration of your participation in the PURE Project and until the Department of Work and Pensions has confirmed it is no longer required for compliance audit purposes (currently 31 December 2032).  For further information including your rights, which is dependent on our reason for processing your personal data please visit <https://www.birmingham.gov.uk/asc-privacy> and the website of the relevant PURE Project delivery partner/provider supporting you, for their privacy notice.  Your personal data will also be used: for audit purposes and to prevent fraud or the misuse of resources; to evaluate the PURE Project; and to report to Birmingham City Council, the Department for Work and Pensions (DWP) and European Social Fund (ESF) for monitoring purposes.  The DWP is the controller in respect of information processed which relates to your participation in the PURE project funded by the ESF, therefore please visit <https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter> for information on how DWP treats your personal data. | | | | | | | | | | | | | | |
| **SECTION 8: CONTACT & SIGNATURE** *Please select and tick one box indicating named contact person for this referral* | | | | | | | | | | | | | | |
| **Organisation** - *Section 1: Referrer/ Organisation details* | | | | | | | | | | | | |  | |
| **Service user** *- Section 2: Referee/ Service user* | | | | | | | | | | | | |  | |
| I explicitly consent to the processing of any criminal convictions and offences data relating to me (if relevant)  **Signature of Referee consenting to referral: Date:** | | | | | | | | | | | | |  | |
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| I certify that this is a true copy of the original document:  Signed: Date:  Name of Organisation: Position of Organisation: | | | | | | | | | | | | | | |