

Enrolment form



ESF Programme 2016-18



European Union

European Social Fund

Project ID		Participant ID	
Provider name			
Project name			
Project sub partner			

Participant details

Title			
First name			
Last name			
Address	House or flat number		
Postcode			
Borough			
Phone (home)			
Phone (mobile)			
Email address			
Date of birth		Current age	

Evidence of address provided

Utility bill (electricity, gas, water or telephone) <input type="checkbox"/>	Pension advice notification letter <input type="checkbox"/>
Council tax bill <input type="checkbox"/>	Driving licence <input type="checkbox"/>
Bank account or credit card statement <input type="checkbox"/>	Jobcentre Plus letter <input type="checkbox"/>
Tenancy agreement <input type="checkbox"/>	Other <input type="checkbox"/>

If you do not wish to provide a copy of evidence requested above please sign the box and write the reference number of the proof below

Reference number of proof

Eligibility

Proof of evidence to live/work in the UK provided

- Full passport (EU Member)
- Full passport (non EU Member State) - Passport either endorsed indefinite leave to remain or includes work, residency permits or visa stamps (unexpired)
- Identity Card issued by the Home Office in place of a visa, confirming the individual's right to stay and work in the UK
- Letter from the UK Immigration and Nationality Directorate granting indefinite leave to remain (settled status)
- Birth / adoption certificate (EU Member State) and including one of the following: P45,P60, national insurance card or driving licence
- Residency permits for foreign nationals (usually in a passport)
- Marriage/civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced)

If you are only able to live/work in the UK for a limited time please state the length of time. This will be subject to approval by London Councils.

If you do not wish to provide a copy of evidence requested above please sign the box and write the reference number of the proof below

Reference number of proof

Gender identity

Male Female Intersex Other Prefer not to say

Ethnicity

- | | |
|--|---|
| <input type="checkbox"/> White British - English/Welsh/Scottish/Northern Irish | <input type="checkbox"/> Black/Black British - African |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Black/Black British - Caribbean |
| <input type="checkbox"/> White - Roma, Gypsy or Irish traveller | <input type="checkbox"/> Black/Black British - other |
| <input type="checkbox"/> White - other | <input type="checkbox"/> Mixed/Multiple - White and Black Caribbean |
| <input type="checkbox"/> Asian/Asian British - Indian | <input type="checkbox"/> Mixed/Multiple - White and Black African |
| <input type="checkbox"/> Asian/Asian British - Pakistani | <input type="checkbox"/> Mixed/Multiple - White and Asian |
| <input type="checkbox"/> Asian/Asian British - Bangladeshi | <input type="checkbox"/> Mixed/Multiple - other |
| <input type="checkbox"/> Asian/Asian British - Chinese | <input type="checkbox"/> Other ethnic group - Arab |
| <input type="checkbox"/> Asian/Asian British - other | <input type="checkbox"/> Other ethnic group - other |
| | <input type="checkbox"/> Prefer not to say |

If you have chosen the Prefer not to say above please sign in the box to confirm that you do not wish to provide this information

Education

Are you currently in education or training?

Yes

No

Do you have an entry level, level 1, or level 2 qualification in English, maths or ESOL?

Yes

No

Highest level of education

ISCED 0 - Lacking foundation skills

ISCED 1 - Entry level functional skills/Entry level foundation learning

ISCED 2 - GCSE D-G/BTEC Level 1/Functional Skills Level 1

ISCED 3 - GCSE A-C/AS or A Level/NVQ or BTEC level 3

ISCED 4 - (No UK equivalent)

ISCED 5 - 8 - BTEC level 5/NVQ level 4/ Foundation Degree or higher

Employment

National insurance number

Employment status - please speak to your adviser before completing this section

Employed including self employed

Unemployed (i.e. are you without work, immediately available for work and actively seeking work or officially unemployed?)

Economically inactive (not employed or unemployed)

If you are not working how long have you been without work ?

0-6 months

6-12 months

12-24 months

2-3 years

3 years or more

Evidence of employment status

A letter or document from JCP or DWP

A written referral from a careers service

Other (please state below)

A letter from doctor or social worker

Barriers to employment

Are you an offender or ex-offender ? Yes No Prefer not to say

Do you consider yourself to have a disability ? Yes No Prefer not to say

If you have chosen the Prefer not to say to any of the above please sign in the box to confirm that you do not wish to provide this information

Do you have a mental health condition ? Yes No Prefer not to say

Are you recovering from drug and/or alcohol addiction or misuse? Yes No Prefer not to say

Do you have a long term health condition that limits your work? Yes No Prefer not to say

Household

A household, is considered a social unit or family having common arrangements; sharing household expenses or daily needs; in a shared common residence or home. Jobless households are households where no member is in employment.

Do you live in a jobless household ? Yes No Prefer not to say

Do you live in a jobless household with dependent children ? Yes No Prefer not to say

Are you a single adult household with dependent children ? Yes No Prefer not to say

Are you homeless (broad definition) ? Yes No Prefer not to say

If you have chosen the Prefer not to say to any of the above please sign in the box to confirm that you do not wish to provide this information

Are you a parent ? Yes No Prefer not to say

How did you hear about the project

Walk-in

Local council

Housing Association

Employer

Job Centre Plus

Project's website

Word of mouth

Leaflet

Other

Children's Centre

Homeless project

London Councils homeless project

Privacy notice

What information is collected and why?

As part of the funding arrangements for this programme we must collect evidence of your eligibility and information about your participation in the programme. This will include ID checks, address checks, employment status and other evidence required for the particular programme you are enrolling on. We also need to keep information on your progress through the programme.

This programme is funded by the European Social Fund (ESF) via agreements with the Department of Work and Pensions (DWP), the Greater London Authority (GLA) and London Councils. We will only ask you for information required by ESF and the London Councils Grants Committee. Further information about the ESF programme generally can be found here; <http://ec.europa.eu/esf/home.jsp>

To enrol on a course funded under the London Councils ESF programme you must agree to provide the requested information because London Councils are not able to access the funding for the project without collecting the required information.

What happens to my information?

The information collected will be retained by both the provider who runs the programme and London Councils. Your details and documents will be stored securely and retained in compliance with the Data Protection Act 1998 and will be retained for seven years after the end of the European Social Fund (ESF) programme. This may be sometime after the closure of the course you have enrolled on. The information needs to be kept for audit purposes.

This information will be used to evaluate this project and to report to London Councils, GLA and ESF for monitoring purposes. The GLA and London Councils will provide statistical information to a number of organisations, and may report on the programme as a whole, or on cross sections of the programme such as the numbers of participants for individual London boroughs. The information will not mention you by name, or any other distinguishing feature and will be provided in pseudonymised or anonymised format.

Your contact details will be sent to the DWP who may contact you to discuss your involvement in the project. You can choose whether or not to participate in research related to your programme.

Who is responsible for my information?

For the purposes of the Data Protection Act 1998, the DWP is the data controller in respect of information processed in relation to your participation in the programme funded by the European Social Fund, whilst London Councils and the programme provider are data processors.

Participant declaration

I have read the above privacy notice. I confirm that I am legally able to reside/work in the UK during the period of ESF support. I confirm that the Employment section of this enrolment form is a true and accurate statement. I have received an ESF induction and understand that my place is funded by the European Social Fund.



**Participant ID or
PRINT name**

Participant signature

Signature Date

Participant start date

Project declaration

I confirm that the participant is eligible for a funded place on this project.

The participant has understood the Declaration above and understands that their place on the project is funded by the European Social Fund.

I have seen the evidence of address, eligibility and employment status.

Signed on behalf of
project by (PRINT NAME)

Job title

Staff signature

Signature Date