**European Social Fund**

**The PURE Project is part funded by the European Social Fund**

**PURE REFERRAL FORM**

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

| **SECTION 1: PARTICIPANT DETAILS/ YOUR PERSONAL DETAILS** | | |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name(s) | Click or tap here to enter text. | Last name(s) | | | Click or tap here to enter text. |
| Date of Birth | Click or tap here to enter text. | Telephone Number (This could include an advocate/family/ friend/Support Worker) | | | Click or tap here to enter text. |
| Gender (M/F/Other/Prefer not to say) | Click or tap here to enter text. | Email Address | | | Click or tap here to enter text. |
| Address (including Postcode) | Click or tap here to enter text. | Preferred method of contact | | | Choose an item. |

|  |  |  |
| --- | --- | --- |
| **SECTION 2: 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* | |  |

| **SECTION 3: ELIGIBILITY**  *Participants who do not meet criteria 1-4 below are not eligible for support through the ESF project. By sending in this form and signing section 8, you have declared you meet the following criteria.* |
| --- |
| **I (Organisation/Referee) 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 25 or above. 4. Has legal right to live/work in the UK for the duration of the project support. |

| **SECTION 4: HOW DID YOU HEAR ABOUT PURE?**  *Please select from the drop-down box how you have heard about PURE.* |
| --- |
| Choose an item.  **If Other, please specify:** Click or tap here to enter text. |

| **SECTION 5: BARRIERS TO EMPLOYMENT, EDUCATION OR TRAINING** |
| --- |
| 1. Do you think you have a barrier that will make it more difficult for you to get into employment, education, or training? Choose an item. 2. If yes, please select from the list on the next page the barriers that you have that you believe is making it more difficult for you to get into employment, education, or training: |

| 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  Does the referee consent to being contacted via phone/email?  **Phone** Yes No  **Email** Yes No | 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)  Click or tap here to enter text. | | | | | |  |  |  |  |  |

**SECTION 6: ACCESSIBILITY**

***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.*

1. Do you have a disability or health condition as defined above? Choose an item.
2. If so, please selected any of the following?

| Learning Disability | Learning Difficulty | Special Educational Needs and Disabilities (SEND) | Sensory Disability | Mental Health | Physical Disability | Developmental Disability |
| --- | --- | --- | --- | --- | --- | --- |
| Neurodevelopmental Disorder - Autistic Spectrum Disorder | Neurodevelopmental Disorder – Attention Deficit Hyperactivity Disorder (ADHD) | Neurodevelopmental Disorder - Tourette’s Syndrome | Musculoskeletal (MSK) conditions | Other Neurodevelopmental Disorder | Other | Prefer not to say |

**If Other, please specify:** Click or tap here to enter text.

| **SECTION 7: PLEASE EXPLAIN WHAT THE PARTICIPANT IS SEEKING TO ACHIEVE FROM THE PROJECT?**  *Please also include your interests and aspirations:* |
| --- |
| Click or tap here to enter text. |

| **SECTION 8: CERTIFICATION & SIGNATURE** *Please sign and date the below section* |
| --- |
| **I certify that I consent to this referral onto the PURE Project and that this is a true copy of the original document**  **Name:** Click or tap here to enter text.  **Signed:** Click or tap here to enter text. **Date:**Click or tap to enter a date. |
| I explicitly consent to the processing of any criminal convictions and offences data relating to me (if relevant) |

| **SECTION 9: PRIVACY NOTICE *(****For you to read)* |
| --- |
| 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 [Birmingham City Council's Adult Social Care privacy statement](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 [Department for Work & Pensions privacy policy](https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter) for information on how DWP treats your personal data. |