



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)☐ Council tax bill☐ Bank account or credit card statement☐ Tenancy agreement☐ Pension advice notification letter☐ Driving licence (no older than 1 year)☐ Jobcentre Plus letter☐ Other (please write below)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 - Somali               |
| <input type="checkbox"/> White - Roma, Gypsy or Irish traveller                | <input type="checkbox"/> Black/Black British - Caribbean            |
| <input type="checkbox"/> White - other   | <input type="checkbox"/> Black/Black British - other                |
| <input type="checkbox"/> Asian/Asian British - Indian                          | <input type="checkbox"/> Mixed/Multiple - White and Black Caribbean |
| <input type="checkbox"/> Asian/Asian British - Pakistani                       | <input type="checkbox"/> Mixed/Multiple - White and Black African   |
| <input type="checkbox"/> Asian/Asian British - Bangladeshi                     | <input type="checkbox"/> Mixed/Multiple - White and Asian           |
| <input type="checkbox"/> Asian/Asian British - Chinese                         | <input type="checkbox"/> Mixed/Multiple - other                     |
| <input type="checkbox"/> Asian/Asian British - other                           | <input type="checkbox"/> Other ethnic group - Arab                  |
|  | <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

Are you currently in education or training?

☐

Yes

☐

No

### Basic skills

Level of English

☐

none

☐

Entry level

☐

Level 1

☐

Level 2 or above

Level of Maths

☐

none

☐

Entry level

☐

Level 1

☐

Level 2 or above

Level of ESOL

☐

none

☐

Entry level

☐

Level 1

☐

Level 2 or above

### Highest level of education

☐

ISCED 0 - Lacking foundation skills

☐

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

☐

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

☐

ISCED 4 - (No UK equivalent)

☐

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

☐

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

### Employment

National insurance number

(a copy of the National Insurance letter or card is required)

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

☐

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

☐

Third Party Verification or Referral form

☐

Other (please write below)

## Barriers to employment

Are you an offender or ex-offender ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you consider yourself to have a disability ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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 have a mental health condition ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Are you recovering from drug and/or alcohol addiction or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you have a long term health condition that limits your work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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.**

Have you been negatively impacted by the benefits cap?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Are you living in temporary accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you live in a jobless household ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Do you live in a jobless household with dependent children ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Are you a single adult household with dependent children ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Are you homeless (broad definition) ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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 ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Are you a lone father?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
Are you a carer/Do you have caring responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say

## How did you hear about the project

Please state how you heard about the project?	
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## 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, employment status and other evidence required for the 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 Grant Committee. Further information about the European Social Fund can be found at: <http://ec.europa.eu/esf/home.jsp>.

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

London Councils is registered to process personal data under the Data Protection Act 2018 (DPA 2018), the General Data Protection Regulation (GDPR) and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner.

## The purposes of the data processing

The information you provide to the provider that runs the project and London Councils will be shared with the DWP and used to evaluate this project and to report to the provider that runs the project, London Councils and ESF for monitoring purposes, in line with European Commission regulatory requirements.

Your information will also be shared with research organisations working on behalf of the DWP who may contact you to discuss your involvement in the project for research purposes. Participation in research is voluntary and you will be asked to consent before taking part in any research activity you may be contacted about.

The DWP may also link your personal details to official administrative records in order to monitor your employment status before your ESF support began and 6 to 12 months after you left. This information may also be shared with research organisations working on behalf of the DWP however individuals will not be identifiable and you will not be contacted about this research.

Data will not be used or shared for any commercial or marketing purposes. At all times your information will be kept securely, and nobody will have access to it that shouldn't.

## The lawful basis for the processing

For the purposes of GDPR, the DWP is the data controller in respect to information processed which relates to all participation in the European Social Fund. ESF grant beneficiary organisations are data processors in respect to information processed which relates to participants in the operations and projects funded by the European Social Fund.

DWP is not the controller for any other/additional data collected by the provider that runs the project and London Councils that is not essential for delivering the ESF programme, or for any personal data that would normally be collected anyway by the provider that runs the project and London Councils.

The lawful basis for processing personal data under ESF is available is set out in the ESF Programme Action Note 018/18, which is available on GOV.UK at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/704535/018-18\\_General\\_Data\\_Protection\\_Regulation\\_GDPR\\_and\\_ESF.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/704535/018-18_General_Data_Protection_Regulation_GDPR_and_ESF.pdf)

## The retention periods for the personal data

All personal data held by DWP or research contractors for the purposes of evaluation will be permanently deleted no more than six months after the research has been completed (i.e. when the final report is published on GOV.UK).

Personal data held by DWP for all other ESF purposes as required by European Commission regulations will be retained in line with the current guidance on GOV.UK at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591617/ESF\\_Guidance\\_on\\_document\\_retention.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591617/ESF_Guidance_on_document_retention.pdf)

## The rights available to individuals in respect of the processing

If you do not wish your personal data to be used for ESF evaluation purposes, please contact [ESF.EVALUATIONS@DWP.GSI.GOV.UK](mailto:ESF.EVALUATIONS@DWP.GSI.GOV.UK) and we will delete your data held for these purposes and you won't be contacted about participating in research.

More information about how and why DWP uses your personal information, including how to ask for a copy of the personal information DWP holds about you can be found in DWP's Personal Information Charter at:

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

Information about how to ask for a copy of the information DWP holds about you (known as a 'Right of Access Request') can be found at: <https://www.gov.uk/guidance/request-your-personal-information-from-the-department-for-work-and-pensions>

## 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, Household and Barriers to employment sections of this enrolment form are 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

NO DWP



NO DWP reason