|  |  |
| --- | --- |
| **Annex H**  Participant entry form  **For participants and project staff to complete** | \\BRM-FS01\TNLComFund\PROGRAMME & PROJECT MANAGEMENT\Project Teams\New Programmes\95. EU Funding\3. Comms\Branding\BBO Logo\BBO(RGB)mono.jpg |

**This form must be completed before any activities are undertaken as part of the project.**

Part one: Summary

This is completed by project staff once the participant’s eligibility has been confirmed.

|  |  |
| --- | --- |
| **Organisation:** |  |

|  |  |
| --- | --- |
| **Participant name:** |  |

|  |  |
| --- | --- |
| **National Insurance number:** |  |

|  |  |
| --- | --- |
| **Customer reference number:** |  |

|  |  |
| --- | --- |
| **Start date with project:**  The date of first participation in an activity or intervention on the project (not always the same day this form is completed). See also section 6.5 for when a needs assessment can be classed as a first activity and used as the start date. |  |

|  |  |
| --- | --- |
| **Delivery post code**  This will be issued to you by the project lead and will be the base location for the project in each category of region (not the individual delivery site). |  |

|  |
| --- |
| **Project background:** If you’re aware that the participant has taken part in another Building Better Opportunities project funded by us in your area, provide details here. |

|  |
| --- |
|  |

Part two: Your details

**Title:**   Mr  Mrs  Miss  Ms  Mx

|  |  |
| --- | --- |
| **Forename(s):** |  |

|  |  |
| --- | --- |
| **Surname:** |  |

**Gender:**  Male  Female  Other  Prefer not to say

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of birth:** |  | / |  | / |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Address:** | House number |  |
|  |  | Address line 1 |  |
|  |  | Address line 2 |  |
|  |  | Address line 3 |  |
|  |  | County |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Phone number:** |  |

|  |  |
| --- | --- |
| **Mobile number:** |  |

|  |  |
| --- | --- |
| **Email address:** |  |

Part three: Your ethnicity

Tick **one** category that you feel best describes your ethnic origin, if you would prefer not to give your ethnicity please tick here

|  |  |  |
| --- | --- | --- |
| **Asian/Asian British:**  Indian  Pakistani  Bangladeshi  Chinese  Other background  **Other Ethnic group:**  Arab  Other background | **Dual heritage:**  White and Black Caribbean  White and Black African  White Asian  Other background  **Black/Black British**  Caribbean  African  Other background | **White:**  British  English  Northern Irish  Scottish  Welsh  Irish  Gypsy, Irish Traveller or Roma  Other background |

Part four: Your eligibility

We need to check that you have the right to live and work in the UK. Although not necessary for registration, we are required to record your National Insurance number to uniquely identify you and will need you to provide this as soon as possible. For registration we need you to provide **one** item of evidence from the list below. We must see an original and we will make a photocopy for our own records. Tick **one** box to confirm the item of evidence you’re providing:

|  |  |
| --- | --- |
|  | A birth/adoption certificate issued in the UK (long or short) or Ireland.  **For information only** - prospective employers for UK participants will expect to see a long birth certificate which is an eligible participant cost that projects can claim back. |
|  | A **current** passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
|  | A **current** passport showing the holder, or a person named in the passport as the child of the holder, is an Irish Citizen. |
|  | A holder of settled or pre-settled status granted under the EU Settlement Scheme (EUSS) evidenced through the Home Office’s online employer checking system ‘[Right to work in the UK](https://www.gov.uk/prove-right-to-work)’. Use this system to generate a ‘share code’ to give to your **project officer** who will then do an online check, they will download a PDF document which will be retained as evidence. (Or application\* in processes, submitted prior to the 30 June 2021.) |
|  | A holder of a European Union Settlement Scheme (EUSS) Family Permit evidenced through the Home Office’s online employer checking system ‘[Right to work in the UK](https://www.gov.uk/prove-right-to-work)’. Use this system to generate a ‘share code’ to give to your **project officer** who will then do an online check, they will download a PDF document which will be retained as evidence. (Or application\* in processes, submitted prior to the 30 June 2021.) |
|  | A visa with leave to remain with permission to work granted under the new Points Based Immigration System evidenced through the Home Office’s online employer checking system ‘[Right to work in the UK](https://www.gov.uk/prove-right-to-work)’. Use this system to generate a ‘share code’ to give to your **project officer** who will then do an online check, they will download a PDF document which will be retained as evidence. |
|  | A **current** passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland. Only valid until 30 June 2021, to remain as an active participant on the project after this date evidence of an application\* for or secured EUSS is required, or leave to remain with permission to work granted under the new Points Based Immigration System. |
|  | A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland. Only valid until 30 June 2021, to remain as an active participant on the project after this date evidence of an application\* for or secured EUSS is required, or leave to remain with permission to work granted under the new Points Based Immigration System. |
|  | A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland. Only valid until 30 June 2021, to remain as an active participant on the project after this date evidence of an application\* for or secured EUSS is required, or leave to remain with permission to work granted under the new Points Based Immigration System. |
|  | A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK or enough time remaining to complete the activities the project will deliver. This can also be evidenced via the Home Office’s online employer checking system ‘[Right to work in the UK](https://www.gov.uk/prove-right-to-work)’. Use this system to generate a ‘share code’ to give to your **project officer** who will then do an online check, they will download a PDF document which will be retained as evidence. |
|  | A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK, or enough time remaining to complete the activities the project will deliver. |
|  | A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, or enough time remaining to complete the activities the project will deliver **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
|  | A birth/adoption certificate issued from an EU member state (certified translation) until 30 June 2021. To remain as an active participant on the project after this date evidence of an application\* for or secured EUSS is required or leave to remain with permission to work granted under the new Points Based Immigration System. |
|  | A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
|  | For young people **under the age of 18** who are NEET, or at risk of NEET, you do not need to provide separate proof of a right to live and work in the UK in order to join the project. However, evidence in the form of a school, national careers service or local authority referral (plus a letter from local authority confirming that the individual is at risk of being NEET where appropriate) will be required. |

By ‘**European Economic Area**’, we mean all EU states plus Iceland, Liechtenstein, Norway and Switzerland. To apply for EUSS you must have been resident in the UK before 1 January 2021

\*You must inform your **project officer** when you receive the outcome of your application, who will then check this via the Home Office’s online employer checking system ‘[Right to work in the UK](https://www.gov.uk/prove-right-to-work)’ and update your file. Please provide your ‘certificate of application’ along with evidence such as an EU passport, identity card or birth certificate as proof of application.

**If you are unable to provide an item of evidence from the list above please discuss this with the project officer to see if you have alternative evidence that may be acceptable (for example expired UK passport) and this can be recorded in the ‘alternative credible evidence’ section on the next page.**

**Alternative credible evidence (right to live and work in UK)**

If you are unable to provide a piece of evidence from a preferred list, alternative evidence may be used however the **project officer** will need to explain in the box below:

* reasons why participant does not have any preferred evidence
* how the participant / project has attempted to collect the preferred evidence
* what alternative evidence has been accepted and how it evidences the eligibility criteria being satisfied

A copy of the evidence must be retained on file and signed and dated as a certified true copy of the original by the project officer.

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Part five: Your employment status

Are you in paid work of any kind?  Yes  No

If **yes,** then you are ineligible for support through this project.

If you have answered “No” to the above question, then we need to check if you are:

* not working and **unemployed**, which means you are currently looking for work and may be receiving unemployment benefits of some kind **or**
* not working and **economically inactive**, which means you are not currently looking for work for some reason, including being a full time student.

Are you unemployed or inactive?Tick **one** category:

Unemployed, including long-term unemployed

|  |  |
| --- | --- |
| If you selected unemployed, in months, how long have you been out of work? |  |

Economically inactive (including full time students)

Are you engaged in education or training?  Yes  No

If you answered **yes,** provide the address of the educational establishment you attend and also details of your course in the box below:

|  |
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|  |

We need you to provide **one** item of evidence from the list below to confirm your employment status. We must see an original and we will make a photocopy for our own records.

Tick one box below to confirm the item of evidence you’re providing:

|  |  |
| --- | --- |
|  | **If you’re registered unemployed**, a letter or document from the Department for Work and Pensions or Job Centre Plus confirming you are registered as unemployed. |
|  | **If you’re unemployed but not registered unemployed,** a letter or document from a government agency, such as the National Careers Service, confirming this. |
|  | **If you’re economically inactive,** a letter or document to support this, such as a doctors letter, entitlement to state retirement pension letter or correspondence from an educational establishment if you are a full time student. |

**Attempts must be made to obtain an item from the preferred evidence list above. If all avenues to obtain this are exhausted the project officer must follow the following hierarchy of possible evidence. These are listed on the next page in order of preference.**

**A third party referral from an organisation already engaged with the participant (only to be completed where you are not able to tick a preferred evidence box in part 5)**

If a referral has been accepted please ensure a copy is kept on file and the **project officer** must explain the details in the box below. The referral must be written and contain:

* the name of the participant
* name of the ESF project
* eligibility criteria being confirmed i.e. inactive, unemployed, full time student
* How the referring organisation is in a position to confirm the eligibility criteria if the referral is not from JCP, National Careers Service, Local Authority or other statutory agency.

Full details of the referral must be written in the box below, a copy of the evidence must be retained on file and signed and dates as a certified true copy of the original.

|  |
| --- |
|  |

**Alternative credible evidence (employment status)**

If you are unable to provide a piece of evidence from a preferred list or have not been referred, alternative evidence may be used however the **project officer** will need to explain in the box below:

* reasons why participant does not have any preferred evidence or referral available
* document how the beneficiary / project has attempted to collect the preferred evidence.
* what alternative evidence has been accepted and how it evidences the eligibility criteria being satisfied

A copy of the evidence must be retained on file and signed and dated as a certified true copy of the original by the project officer.

|  |
| --- |
|  |

**Risk based exception (self-declaration)**

Where satisfied that despite the absence of any evidence the participant qualifies for support, document the justification for proceeding, **this approach must never be used for ease or speed instead of obtaining preferred or alternative evidence**. The declaration must include:

* an explanation of why the **project officer** is satisfied that the reasons provided by participant are credible / plausible
* An explanation of why no preferred or alternative evidence is available

Please add justification of the risk based exception in the following box, if necessary continue on a separate sheet and put a copy signed by the project officer and participant in the participant file.

|  |
| --- |
|  |

More information on the hierarchy and evidence can be found in the Managing Authority’s [evidence guidance](https://www.gov.uk/government/publications/european-social-fund-eligibility-documents/esf-data-evidence-requirements-eligibility-and-results)

Part six: Your education

Tick **one** option below for the highest level of education or qualification you currently hold:

|  |  |
| --- | --- |
| None. | Upper secondary education,  NVQ Level 2, GCSE/CSE/GNVQ |
| Primary education or equivalent. | Post-secondary education, higher Education, AS/A2/A levels, NVQ level 3. |
| Lower secondary education or equivalent. | Tertiary education, NVQ level 4-5, degree or post-graduate diploma. |

Basic Skills

Do you have any qualifications at entry level or above in **English**? This includes entry level and GCSE/CSE or other similar qualifications, including English for Speakers of Other Languages (ESOL).\*

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Do you have any qualifications at entry level or above in **maths**? This includes entry level and GCSE/CSE or other similar qualifications.\*

|  |  |
| --- | --- |
|  | Yes |
|  | No |

\*The following link explains UK skills levels:

[https:/www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels](https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels)

Part seven: Household situation (tick all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you currently homeless or affected housing exclusion?** |  | Yes  No  Prefer not to say | |
| **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 | |
| **Do you live in a single adult household with dependent children?** | | Yes | No  Prefer not to say | |

Part eight: Other information

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

|  |  |  |
| --- | --- | --- |
| **Do you consider yourself to have a limiting long-term health condition or disability?**  This is a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities. | Yes | No  Prefer not to say |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Do you consider yourself to have a work limiting health condition?**  This is a health condition that has an impact on your ability to work or remain in work and may only be short-term. | Yes | No  Prefer not to say |
|

Additional notes and information

Use the box below to give us additional relevant information not documented elsewhere on the form about any item in parts 1 – 8 that you think requires greater explanation and that we need to know about.

|  |
| --- |
|  |

Part nine: Data Protection and Privacy Notice

This privacy notice explains who the Data Controller is for the personal data which is collected through the Building Better Opportunities Programme and how you are able to find out how and why the Data Controller uses this data.

**Who is the Data Controller for the Building Better Opportunities Programme?**

The Data Controller for the Building Better Opportunities Programme is the Department of Work and Pensions.

For more information about how and why the Data Controller uses your personal data or to exercise your data protection rights please see [www.gov.uk/dwp/personal-information-charter](http://www.gov.uk/dwp/personal-information-charter) or contact the Department of Work and Pensions using the contact details below.

**Contact Details**

If you have any questions, queries or complaints, and to exercise your personal data rights, please in the first instance contact the Data Protection Officer at the Department of Work and Pensions [rightofaccess.requests@dwp.gov.uk](mailto:rightofaccess.requests@dwp.gov.uk) .

You can contact the Information Commissioner’s Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Please review and sign the participant and project officer declarations in sections ten and eleven**

Part ten: Participant declaration

Tick **each** box to confirm:

|  |  |
| --- | --- |
|  | I know that the support I will be offered is funded by the European Social Fund and The National Lottery Community Fund. |
|  | The information provided in the form is true and accurate |
|  | I am not in paid work of any kind. |

|  |  |
| --- | --- |
| **Name:** | **Signature:** |
| **Date:** |

Part eleven: Project officer declaration

Tick **each** box to confirm:

|  |  |
| --- | --- |
|  | The participant has been told that the support they’ll be offered is funded by the European Social Fund and The National Lottery Community Fund. |
|  | The information provided in the form is, to the best of my knowledge accurate. |
|  | I have checked that the participant has the right to work in the UK and have signed a photocopy of an original document that I have had sight of. |
|  | I have checked that the participant is unemployed or economically inactive and have signed a photocopy of an original document that I have had sight of or, where this isn’t possible, I am confident that the participant has an eligible employment status. |

|  |  |
| --- | --- |
| **Name:** | **Signature:** |
| **Job title:** |
| **Organisation:** |
| **Date:** |