**MY01 Project referral form**

**If you would like to sign up to the Connecting Opportunities project, please fill in this form and we will get in touch with you.**

**Please note the items marked with an asterisk (\*) have to be completed.**

**Section one: Your details**

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

|  |  |
| --- | --- |
| Family name:\* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gender:\* | Male |[ ]  Female |[ ]  Prefer not to say |[ ]

|  |  |  |
| --- | --- | --- |
| Date of birth:\* |  |  |

|  |  |
| --- | --- |
| Address: |  |

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

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

|  |  |
| --- | --- |
| Email address: |  |
| (At least one form of contact is required) |
|  |
| What is the name of the nearest town to where you live: |  |

If you don’t have an address, phone or email, please tell us how we can contact you:

|  |
| --- |
|  |

**Please let us know if you have any issues or concerns about how and when we contact you:**

|  |
| --- |
|   |

**Section two: Your eligibility**

**We need to check that you are eligible to join this project. The project is open to new migrants who are not in paid work and are eligible to work.**

|  |  |  |
| --- | --- | --- |
| Are you a migrant?\* | Yes |[ ]  No |[ ]
| (A migrant is anyone who has come from another country to live in the UK) |
|  |
| Do you have British citizenship?\* | Yes |[ ]  No |[ ]
| (Unfortunately, if you have British citizenship, you are not eligible to join the project) |
|  |
| What is your nationality? |  |

|  |  |  |
| --- | --- | --- |
| Do you have permission to work in the UK?\* | Yes |[ ]  No |[ ]

|  |  |  |
| --- | --- | --- |
| Are you in the UK as an asylum seeker, a refugee or a family member of a refugee?\* | Yes |[ ]  No |[ ]
|  |
| If you are a refugee, are you on a refugee resettlement programme (for example, Gateway or the Syrian Resettlement Programme)? | Yes | [ ]  | No | [ ]  |
|  | I am not sure | [ ]  |
| (You don’t have to be a refugee to take part but we need to decide who is best able to support your needs) |

**Section three: Your current employment status**

|  |  |  |
| --- | --- | --- |
| Are you in paid work of any kind?\* | Yes |[ ]  No |[ ]
| (Unfortunately, if you are in paid work, even for an hour per week, you are not eligible to join the project) |  |  |  |  |
|  |  |  |  |  |
| Do you require any support or help to move closer to the job market?\* | Yes |[ ]  No |[ ]
| (If you are only interested in learning English, this project might not be for you. You can discuss this at the first meeting) |  |  |  |  |

**Section four: Practical details to help arrange your first meeting with us**

|  |  |  |
| --- | --- | --- |
| Do you have dependent children? | Yes |[ ]  No |[ ]

|  |  |  |
| --- | --- | --- |
| If yes, how many children?  |  |  |

|  |  |  |
| --- | --- | --- |
| Do you need childcare to be able to come to a first meeting? | Yes |[ ]  No |[ ]

|  |  |  |
| --- | --- | --- |
| If yes, for how many children?  |  |  |

|  |  |  |
| --- | --- | --- |
| Do you need an interpreter? | Yes |[ ]  No |[ ]

|  |  |  |
| --- | --- | --- |
| If yes, which language?  |  |  |

|  |  |  |
| --- | --- | --- |
| Can we write to you in English? | Yes |[ ]  No |[ ]

|  |  |  |
| --- | --- | --- |
| If no, which language?  |  |  |

Do you have any requirements or access needs to be able to come to a first meeting, for example do you need wheelchair access?

|  |
| --- |
|  |

How would you like to be contacted regarding your application? Please tick your preferred method(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Email |[ ]  Phone |[ ]  Letter |[ ]  SMS |[ ]  WhatsApp |[ ]

**Section five: What we will do with the information you give us**

Migration Yorkshire is part of the Connecting Opportunities project and we will store your personal information and share it with the project’s partner organisations and with the project’s funders, in order to be able to provide a service to you; if we cannot share your data in this way, we cannot offer you a service. The Connecting Opportunities project’s partner organisations are:

* Migration Yorkshire
* Children’s Society
* Horton Housing Support Limited
* Halifax Opportunities Trust (HOT)
* PATH Yorkshire
* Nova Wakefield / Dominion
* Solace
* Touchstone
* Leeds Asylum Seekers Support Network (LASSN)
* WomenCentre

We will also check against our records to see if you are currently receiving support from a refugee resettlement programme. If you are, you will not be able to join Connecting Opportunities until that support finishes, but we will try to give you details of other services you can go to.

We will not sell your information to marketing companies or share it with them.

**Who is the Data Controller?**

Connecting Opportunities is funded by the European Social Fund and the National Lottery, through the Big Lottery Fund, as part of the Building Better Opportunities Programme. The Data Controller for the Building Better Opportunities Programme is the Department of Work and Pensions – this means the Department of Work and Pensions makes the main decisions about why we collect your data and what we do with it.

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 Works and Pensions using the contact details below.

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.gsi.gov.uk.

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

**Date form completed:**

**Section six: Who is filling in this form?**

|  |  |  |
| --- | --- | --- |
| Is an organisation filling in this form with you?\* | Yes |[ ]  No |[ ]

**If the participant has been referred to the project by a third party, such as the Careers Service, Jobcentre Plus or another provider in the area, please fill in the following details:**

|  |  |
| --- | --- |
| Name of referring organisation:  |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Contact name: |  |

|  |  |
| --- | --- |
| Contact job title: |  |

|  |  |  |
| --- | --- | --- |
| Contact number: |  |  |

|  |  |
| --- | --- |
| Contact email address: |  |

Once you have completed this form, please return it to us at the contact details below by post or email, and we will get in touch with you as soon as we can.

**Connecting Opportunities**

**Migration Yorkshire**

 **Enterprise House**

 **12 St Paul’s Street**

 **Leeds**

 **LS1 2LE**

Or email the form to us at **admin@migrationyorkshire.org.uk**

**If you have any questions about completing the form, please call 0113 378 8700.**