

DFN Project SEARCH  
c/o Field House  
Base Room  
Bradford Royal Infirmary  
Duckworth Lane  
Bradford  
BD9 6RJ

Tel: 01274 383867, 07833 245519 **(BRI)** / 01977 654057, 07850 974230 **(Next)**

Dear Applicant,

This is an information pack which will help you to apply for DFN Project SEARCH at Next Distribution Centre and Bradford Teaching Hospital, Sept 2020-July 2021. Both programmes are based in Bradford. Please choose **one or both** programmes on your application form.

Please visit [www.projectsearchbradford.org.uk](http://www.projectsearchbradford.org.uk) for more information about the Bradford (BRI) programme. Alternatively you can visit [www.dfnprojectsearch.org](http://www.dfnprojectsearch.org) for general information including videos.

Please contact one of the DFN Project SEARCH team on the above numbers if you have any questions about the Project, or would like some help to complete the application form.

Application forms and references need to be completed and returned to the DFN Project SEARCH Team by **Monday 27<sup>th</sup> January 2020**. You will receive a letter the following week to advise if you have made it through to the next stage. On the assessment days you will be asked to complete a few tasks and you will have an interview.

**Project SEARCH only accept applications from candidates who are aged 18-25 years old. You should also have a current EHCP. This is part of Bradford College enrolment process. Please call for further advice if you do not meet this criteria.**

Please note, if you have indicated a preferred programme we will endeavour to offer a place on your preferred location. However places are limited to a maximum of 12 interns on each scheme, so you may be offered a place on your alternative location.

Yours Sincerely,

The DFN Project SEARCH Team



# Application Form

## Personal Details

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age (on 31<sup>st</sup> August 2020): \_\_\_\_\_

National Insurance No: \_\_\_\_\_

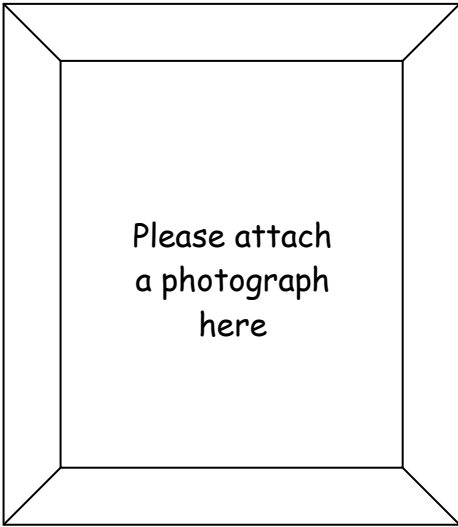
Current place of education:  
\_\_\_\_\_

Year group: \_\_\_\_\_

Tutor name: \_\_\_\_\_

I would like to apply for Project SEARCH at. **(PLEASE CIRCLE)**

BRI                      Next                      Both



If you had help to complete this application form, please let us know what assistance was needed here. (e.g. reader/ scribe)

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### Emergency Contact Person

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Current activities:** (i.e. volunteering/projects/college/ hobbies):

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**Qualifications:** You do not need any formal qualifications to join Project SEARCH. If you do have some please tell us about them here:

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## Application Questions

Q. 1: Why would you like to become a Project SEARCH Intern?

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Q. 2: In Bradford Project SEARCH is based in a warehouse or hospital. Many of the roles may involve standing for long periods. Please tell us about your health, fitness and medical needs.

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Q. 3: What type of job are you interested in? What skills do you currently have and how will they help you in this type of work?

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Q. 4: Have you done any work experience/volunteering? Do you help family/ school/ friends/ others with jobs? Please tell us about this.

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Q. 5: Are you an independent traveller? If yes, please tell us where you can travel to and how you do this. If no, are you willing to take part in travel training to become an independent traveller?

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Q. 6: What would you like to do after you finish Project SEARCH?

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Q. 7: Do you have a Learning Disability or Autistic Spectrum Condition? Who holds your current EHCP?

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Q. 8: Tell me about your biggest achievement. Why did you choose this?

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## Agreement

If I am successful in getting a place on Project SEARCH, I understand I must:

- Arrive at Project SEARCH and work on time
  - Be willing and ready to work
  - Have good attendance and comply with BRI or Next attendance policy
  - Ring Project SEARCH myself if I can't attend
  - Follow Project SEARCH's clothing guidelines
  - Have a goal of getting a paid job
  - Be willing to work with the Travel Training Unit so that I can gain the necessary skills to travel to work on my own using public transport
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- **I understand the agreement, and confirm that the information on my application form is correct.**

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

- **I have read and understood the attached Privacy Notice**

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

- **I give my permission for Project SEARCH to contact my referee for more information if required.**

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

**I am willing to support and encourage the applicant to understand and follow the agreement, for the duration of Project SEARCH. I am willing to support the applicant to achieve their goal of paid employment, during Project SEARCH and following their completion of the process.**

My relationship to applicant: \_\_\_\_\_

Parent/ carer signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please provide the information below.**

**References will be required prior to invitation to interview.**

**Your name:** \_\_\_\_\_

**Referee Name:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

Contact Details:

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## Privacy Notice (How we use applicant/intern information)

This notice outlines what information we collect and hold about applicants/interns, what we use it for, how long we keep it and the lawful basis we have to doing all of the above. This information would ordinarily either be provided by the applicant/intern during the application process. Alternatively, it may be sent to us by the former school/college of an applicant/intern as part of the reference process.

### The categories of applicant/intern information that we collect, hold and share include:

- Personal information (such as name, national insurance number and your image)
- Contact information (like your address, email address and phone number, plus the same for your next of kin)
- Characteristics (such as gender, age, ethnic group)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (internal assessments of an applicant/intern's progress, examination results, qualifications)
- Relevant medical information (like allergies)
- Special educational needs information
- Safeguarding information (for example DBS checks)

### Why we collect and use this information

We use the applicant/intern data:

- to support learning and development
- to monitor progress towards achieving paid employment
- to provide appropriate support
- to assess the quality of our services
- to comply with the law regarding data sharing
- to promote Project SEARCH Bradford in publicity material
- The lawful basis on which we use this information

We collect and use most applicant/intern information in order to comply with our legal obligations and for reasons of substantial public interest. The legal obligations are imposed



upon us by the Education Act 1996. Where we intend to use information for publicity purposes, we will always obtain opt-in consent from the applicant/intern.

## Collecting applicant/intern information

We collect personal information via our application process and forms. This data is essential for Project SEARCH Bradford operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing applicant/intern data

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the Co-op Academy Southfield Trust's website.

## Who we share applicant/intern information with

We routinely share applicant/intern information with:

- employers that the interns have applied for employment with
- our local authority
- the Department for Education (DfE)
- Project SEARCH Bradford partners (Next, NHS Bradford Teaching Hospital Foundation Trust, Co-op Academy Southfield, HFT, Travel Training Unit, Bradford College).
- DFN Project SEARCH.

## Why we share applicant/intern information

We do not share information about our applicants/interns with anyone without consent unless the law and our policies allow us to do so.

## How we keep your data safe when we share it

Information sent to the Department of Education, the Local Authority or to other Schools is transferred through secure portals that all parties have access to. Where information is shared to other parties it is sent through secure email.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## DFN Project SEARCH

Project SEARCH collects data from DFN Project SEARCH settings via a secure database. This data is used to conduct research or analysis, produce statistics and provide information, advice and guidance. To find out more about the data collected and used by Project SEARCH, go to <https://www.dfnprojectsearch.org/privacy-policy/>.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact

[team.data@southfieldgrange.org.uk](mailto:team.data@southfieldgrange.org.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer by emailing [dpo@southfieldgrange.org.uk](mailto:dpo@southfieldgrange.org.uk)