A close up of a sign

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**HBF Kickstart Employer Registration Form**

**Information Required:**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Company Address** |  |
| **Company No or Registered Charity No** |  |
| **Key Contact Details for Kickstart** | **Name:** |
| **Email:** |
| **Mobile No:** |
| **No of Placements being Offered** |  |
| **Do you need help with delivering “Employability Resource” available via HBF Gateway** |  |

**If known at this point, can you tell us:**

|  |  |
| --- | --- |
| **Headline details of proposed Job Placements** *E.g. Onsite or Office support areas* |  |
| **Locations** |  |
| **Estimated Start Dates** *i.e. mm/yy* |  |

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| --- |
| **Please Note – As part of this registration you are confirming the following:**    **that the placements are eligible within Scheme rules i.e. the job placements created with Kickstart funding**   * would not have been created without Kickstart funding * do not replace existing or planned vacancies * do not cause existing employees or contractors to lose or reduce their employment   **The placements you are offering:**   * are for a minimum of 25 hours per week for a 6 month period * will be paid at least the National Minimum Wage for their age group * will not require people to undertake extensive training before they begin the job placement   **When the application is approved, we will:**   * **Need full details of job placement/location/ if public transport is available etc.** * **Need confirmation whether you require employability support from HBF or are providing this yourself i.e. help to develop the participant’s skills and experience with:** * support to look for long-term work * support with CV and interview preparation * training to develop their skills, such as teamwork, organisation and communications as part of the role * **Put in place a Service Level Agreement** * **Facilitate the payment process to you and monitor placements.**   If you need help or support to develop and or deliver this, please let us know. |
| **N.B.**  **WE AIM TO SUBMIT OUR FIRST APPLICATION TO DWP BY 30 NOVEMBER AND THEREFORE NEED THIS DOCUMENT TO BE SUBMITTED TO** [**skillspartnership@hbf.co.uk**](mailto:skillspartnership@hbf.co.uk) **BY COP FRIDAY 20th NOVEMBER 2020.** |