

**HBF Kickstart Employer Registration Form**

**Information Required:**

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| **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** **BY COP FRIDAY 20th NOVEMBER 2020.** |