 

**Application to the Kickstart Scheme**

Expression of Interest

Your details

|  |  |
| --- | --- |
| Your Name (Person completing running this scheme) |  |
| Email Address |  |
| Phone number |  |

**Organisation**

|  |  |
| --- | --- |
| Organisation Name |  |
| Type of Business/Sector |  |
| Company Number (Registered to Companies House) |  |
| Charity Number (Registered to Charity Commission) |  |
| Are you a Sole Trader |  |
| Number of Employees In Your Organisation |  |
| Address |  |
| Email |  |
| Phone Number |  |

**Jobs to be created**

*Please add tables as appropriate if you are looking to create multiple different types of roles.   
if you have already completed job descriptions for the required roles please return with this form.*

|  |  |
| --- | --- |
| Job Title |  |
| Number Placements at this location |  |
| Target Start Date(s) |  |
| Location |  |
| Working Hours: 25 / Higher (please indicate) |  |
| Salary: National Minimum Wage / Higher (please indicate) |  |
| Role Description |  |
| Essential skills, Experience and Behaviours |  |
|  |  |
| Job Placement Location and Address (if different to the above) |  |
| How to apply for the placement (Once DWP has forwarded applicants details) |  |
| Maximum number of referrals per placement |  |
| is public transport available (state if homeworking). |  |
| Employer job reference number (internal) if known |  |

**Additional questions**

1. **The job placements must not:**
   1. **replace existing or planned vacancies**
   2. **cause existing employees, apprentices or contractors to lose work or reduce their working hours**

**Please confirm whether this requirement can be met.**

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

1. **How many roles in your organisation been made redundant in the last 6 months?**
2. **How many roles have had their hours reduced as organisational restructuring?**
3. **Please tell us about the kinds of roles, functions and average salary of those who were made redundant or who had their hours reduced in the last 6 months**

|  |
| --- |
|  |

1. **Please tell us if you would be able to create these job placements without Kickstart Scheme funding and what funding source they would use.**

|  |
| --- |
|  |

1. **Please tell us if the job placements will be similar to existing or planned roles or the roles previously done by those made redundant or with fewer working hours, why they are using Kickstart Scheme funding to create similar roles**

|  |
| --- |
|  |

1. **Please tell us if you have engaged with any relevant trade unions and any advice the unions have given**

|  |
| --- |
|  |

1. **Can you provide any additional information which supports that these roles are just for the Kickstart Scheme?**

|  |
| --- |
| Yes / No |
| **If Yes, please supply information here.** |