

East Dunbartonshire Regional Employer Recruitment Incentive Programme (Age 16 - 24)

Employer Application Form

Company Name:	
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Company Address:	Post Code
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Company Contact Name:	
Position:	

Contact E-mail:	
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Contact Telephone:	
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Company Status:	Sole Trader <input type="checkbox"/> Limited Company <input type="checkbox"/> LLP <input type="checkbox"/> Social Enterprise/Voluntary Sector <input type="checkbox"/>
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Nature of Business:	
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What is an SME?

Small and medium-sized enterprises (SMEs) are defined in the [EU recommendation 2003/361](#).

The main factors determining whether an enterprise is an SME are:

1. **staff headcount** and
2. either **turnover** or **balance sheet total**.

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

Total No of Employees: <i>(Including Partners/Directors)</i>	Full Time _____ Part Time _____
	Total _____
If part of a Group, details of parent company:	
Parent Company Name:	
Address:	
Parent Company Status:	<i>(Where the Business is part of a group, the number of employees stated above must include the number employed overall in the group, not just those employed locally).</i>

	Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd Co. <input type="checkbox"/> LLP <input type="checkbox"/> Social Enterprise <input type="checkbox"/> PLC <input type="checkbox"/>

Is the company/branch financially autonomous?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Turnover in last financial year:	£
Details from balance sheet	£
Has the company received any de minimis State Aid in the last 3 years?	
For further details on State Aid please refer to link below:- http://www.gov.scot/Topics/Government/Finance/spfm/stateaidrules	
If so, how much?	

Candidate Name	
Candidate Address	
Candidate Contact Email	
Candidate Contact Telephone	

Candidate Barriers				
	Above 50 years of age	<input type="checkbox"/> Yes <input type="checkbox"/> No	Primary carer of older person	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Long Term Unemployed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Primary carer of a child/children (under 18) or adult	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Living in a jobless household	<input type="checkbox"/> Yes <input type="checkbox"/> No	Low income employed	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Living in a jobless household with dependent children	<input type="checkbox"/> Yes <input type="checkbox"/> No	Low income household	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Living in a single adult household with dependent children	<input type="checkbox"/> Yes <input type="checkbox"/> No	Looked after young person	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Registered Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	Criminal convictions	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Mental Health issues	<input type="checkbox"/> Yes <input type="checkbox"/> No	Substance related conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Long term physical illness/health condition	<input type="checkbox"/> Yes <input type="checkbox"/> No	Armed Forces veteran	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Migrants, people with a foreign background, minorities (including marginalised communities such as Roma)	<input type="checkbox"/> Yes <input type="checkbox"/> No	From Rural Area	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Homeless or affected by housing exclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	From Remote Rural Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Asylum Seeker	<input type="checkbox"/> Yes <input type="checkbox"/> No	Underemployed	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Refugee	<input type="checkbox"/> Yes <input type="checkbox"/> No	From SIMD Area – 15% most employment deprived	<input type="checkbox"/> Yes <input type="checkbox"/> No
	No or limited work experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	At risk of becoming NEET	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Low skilled	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has exited Fair Start, requires additional support	<input type="checkbox"/> Yes <input type="checkbox"/> No

What is the job title and brief job description: (Please attach full job description with application)	
No Hours Per Week:	
Hourly rate:	
Length of Employment: (if a fixed term post) start date and end date if applicable	START DATE: END DATE IF APPLICABLE:
Confirmation that this post is additional to the existing workforce:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that this post will not replace a redundant employee:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of holiday entitlement:	
Details of sickness entitlement:	
Payroll method: Payroll frequency:	BACS <input type="checkbox"/> Other _____ Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____
Employee eligibility Training	<p>Please note that only individuals who are eligible will be able to attract the Employer Recruitment Incentive. A list of eligibility criteria is attached to this application form.</p> <p>A range of training opportunities will be available to the named employee.</p>

Employer Declaration

We confirm that we have read over and understood Sections 28 and 31 (inclusive) of the Criminal Justice and Licensing (Scotland) Act 2010.

We hereby declare that we have nothing to report in relation to this legislation at this time. We can confirm that no director, shareholder, office bearer, partner, trustee or other persons who have power of representation, decision or control over or in respect of: **INSERT NAME OF COMPANY/ORGANISATION** or otherwise connected to it are engaged in serious organised crime, as defined in the Criminal Justice and Licensing (Scotland) Act 2010.

In making this declaration, we confirm that we have taken all the necessary steps to ensure the accuracy of our attestation and understand that the wilful provision of misleading or inaccurate information may constitute a criminal offence.

All information outlined in the above application meets eligibility requirements as outlined in the Eligibility Criteria.

This project is part-funded by the Scottish Government. As such, applicants should note that the grant for which they are applying is being granted de minimus aid for state aid purposes. There is a ceiling of up to €200,000 of de minimus aid that can be granted over a three-year rolling period.

This support is awarded in conformity with the provisions of aid scheme 159/2008 (Scottish Local Authorities Support for Regional Investment, SME Investment and Employment Aid) under the terms of the European Commission General Block Exemption Regulation (No 800/2008 of 6 August 2008). We have been informed that the Programme is funded by the Scottish Government, and is delivered by East Dunbartonshire Council.

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Your information may be shared with other departments within East Dunbartonshire Council or other organisations for the purposes stated on this form; checking the information we hold is accurate; preventing and/or detecting crime and protecting public funds.

Other organisations may include bodies responsible for auditing or administering public funds or conducting data checks, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as the Council's contractors and/or partner bodies). Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our website: www.eastdunbarton.gov.uk/council/privacy-notice. The Council's Data Protection Officer can be contacted at DPO@eastdunbarton.gov.uk or on Tel: 0300 123 4510 if you have any concerns.

Signed:	
Position:	
Date:	

Office Use Only

I have checked the above information and confirm that the employer and the post meet the ERI eligibility requirements and as such will be offered the recruitment incentive, which will be detailed in the Offer of Financial Support.

Staff Signature: _____

Date: _____

Position: _____

Other formats

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Communications Team at:

**East Dunbartonshire Council, 12 Strathkelvin Place, Southbank,
Kirkintilloch, G66 1TJ Tel: 0300 123 4510**

本文件可被要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کو اردو میں بھی لکھا جاسکتا ہے۔ اگر آپ اس کی کاپی چاہتے ہیں تو براہ کرم 0300 123 4510 پر رابطہ کریں۔

Itan charrachn an mèta leugh dì phàrtaidh bhàrtaidh a' cur gu bharrachd air an t-sgrìobhadh. Fònadh air 0300 123 4510.

Gabhaidh an agriobhainn seo cur gu Gàidhlig ma tha sin a dhìth oribh. Quiribh fòn gu 0300 123 4510

अनुप्रास करी पर एउ तरतमेन डि ही में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर सैन कीजिए।