

**Tameside Youth Employment Support
Employer Registration Form**

If you require any assistance completing this form, please contact the Employment and Skills team on 0161 342 3111 or email **employmentandskills@tameside.gov.uk**. Thank you.

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| --- |
| **Key Contact Information** |
| Business Name: |  |
| Key Contact: Name and Job Title |  |
| Email Address and Phone Number: |  |
| Business Address: |  |

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| --- |
| **Key Role Information** |
| Job Title: |  |
| Could this job be an Apprenticeship? | Yes / No |
| Hourly Pay Rate: |  |
| Work Pattern (Days/Hours): |  |
| Job description: |  |



**How will your information be used?**

How your information will be used:

The personal information which you include in response to this application will be processed for the following purposes:

* To support your application for registration onto the scheme
* To evidence your participation in the grant scheme.

The information you provide will not be used for any other purpose other than for the grant you have applied for, unless it is necessary by law.

The information provided will be processed under strict protocols in accordance with all applicable UK data protection legislation. Your information will be held securely and will be held in line with the council’s retention and disposal schedule.

Under the Data Protection Act 2018 you have the right to request a copy of your information. Details on how to do this can be found at the Tameside metropolitan borough council website [**http://www.tameside.gov.uk/dataprotection/access**](http://www.tameside.gov.uk/dataprotection/access)

We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove any information you believe is incorrect. You can do this at any time by emailing; **employmentandskills@tameside.gov.uk**

This is based on the information not being used for any research or evaluation, in an anonymised format or not.  Also that none of the information, whether anonymised or not will be provided to central government or any European funding organisation.

**Information Sharing**

1. We would like to celebrate the success of this support by sharing good news stories. This may be carried out through printed publications, adverts, audio-visual and electronic materials, media work, display materials, social media and any other media we may use in the future.

Please tick below if you would be happy to take part. ***Please note: consent can be withdrawn at a later date.***

Yes [ ]  No [ ]





**Terms and conditions**

In participating in the scheme you agree to the following terms and conditions:

1. The employee must have a contract of employment or notice of rights and expectations.
2. The employer commits to employ the young person(s) for a minimum of 6 months, bearing in mind the aspiration for longer term employment.
3. Timesheets will be completed weekly and provided along with payslips for reimbursement of wages to be claimed. The full process will be confirmed along with a named contact from the Employment and Skills Team once a start date is agreed.
4. The employer commits to paying the National Living Wage hourly rate. If this exceeds the rate of pay for current employees, the employer may commit to paying at their existing rate, although this cannot be lower than the age appropriate National Minimum Wage.
5. If a participant works in excess of 36 hours a week, the additional hours will be funded solely by the employer. The scheme will only support a 36-hour week and no employees should be working over 48 hours a week.
6. The employer will permit the employees of the council to visit the business to carry out routine checks for auditing purposes.
7. The employer commits to a minimum of six review meetings with a member of the Employment and Skills Team.
8. The council reserves the right to reclaim any or all funding should any inconsistencies be found between any information submitted, the signed declaration and terms and conditions.

**I declare that the contents of this application are true to the best of my knowledge and belief and that if any of the information is found to be incorrect then this may affect our entitlement to the funding through the scheme.**

**SIGNED:**

**PRINT NAME:**

**DATE:**

Please email this form to the Employment and Skills team employmentandskills@tameside.gov.uk.