

**TAMESIDE YES APPRENTICESHIP OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Employer Name** |  | |
| **Employer Contact**  **e.g. Name, Telephone no., E-mail address** |  | |
| **Job Title**  **e.g. Level of Apprenticeship and Course Title** |  | |
| **Place of Work**  **i.e. full address detail** |  | |
| **Salary**  **e.g. £ Weekly/Monthly** |  | |
| **Days of Work** |  | |
| **Hours of Work** | **Hours a Day** | **Hours a Week** |
| **Holiday Entitlement** |  | |
| **Job Description** |  | |
| **Person Specification**  **e.g. Confident, Willing to learn, computer literate** |  | |
| **Training and Development** |  | |

|  |  |
| --- | --- |
| **Criteria C**  **Evidence you meet two or more of the following:**  **i. Support local suppliers;**  **ii. Offer mentoring and support;**  **iii. Offer access to training and development;**  **iv. Offer work experience;**  **v. Create voluntary roles**  **vi. Support individuals in the Working Well programme where possible;**  **vii. Signpost local people into work through Tameside’s jobs pledges**. | Insert evidence in support |

**TERMS AND CONDITIONS**

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

1. The apprentice must be aged 16 to 24 on the start date recorded on the Individual Learning Record held by the training organisation;
2. The apprentice must be enrolled on an apprenticeship framework through a training provider recognised by the Skills Funding Agency;
3. The employer commits to employ the apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship;
4. The employer commits to paying a salary equal to or exceeding the Council’s apprenticeship salary rates;
5. The employer must commit to recruit one of a maximum of 3 candidates put forward for the role;
6. The employer will for the duration of the apprenticeship meet the eligibility criteria for the scheme;
7. The employer will permit the employees of the Council to visit the business to carry out routine checks for auditing purposes;
8. The Council reserves the right should any inconsistencies be found between any information submitted, the signed declaration and terms and conditions contained herein, all monies shall be repaid back to the Council on demand.

**HOW WILL YOUR INFORMATION BE USED?**

Tameside Metropolitan Borough Council of Council Offices, Dukinfield Town Hall, King Street, Dukinfield, Tameside SK16 4LA is the data controller for the purpose of the Data Protection Act 1998 The personal information which you include in response to this application will be processed for the following purposes:

* To support your application to receive salary support through the scheme;
* To furnish the Council with enough information to evaluate eligibility for the scheme;
* To evidence your participation in the Tameside YES;
* To evaluate the performance of the scheme;

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

**DECLARATION**

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 participate in the scheme and result in us repaying to the Council any money paid as a result.

SIGNED:

PRINT NAME:

POSITION

DATE:

PLEASE EMAIL THIS FORM TO THE EMPLOYMENT AND SKILLS TEAM AT [EMPLOYMENTANDSKILLS@TAMESIDE.GOV.UK](mailto:EMPLOYMENTANDSKILLS@TAMESIDE.GOV.UK) ALONG WITH ANY EVIDENCE TO SUPPORT YOUR APPLICATION.

**Please return the completed form to:** [**employmentandskills@tameside.gov.uk**](mailto:employmentandskills@tameside.gov.uk)