

**TAMESIDE YES NON-APPRENTICESHIP OPPORTUNITY**

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| **Employer Name** |  | |
| **Employer Contact**  **e.g. Name, Telephone no., E-mail address** |  | |
| **Job 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** |  | |

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| **None-Apprenticeship** | Yes ☐ No ☐  Create a non-apprenticeship job role and meet Living Wage requirements with the number of working hours compliant with the Working Time Directive (minimum 30 hours and maximum 48 hours per week). If you have not adopted the Living Wage (as per the Living Wage Foundation), you may pay at the rate applicable for your existing workforce. This must not be lower than National Minimum Wage. |
| **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 employee must be aged 16 to 24, on the start date of employment.
2. The employee must have a contract of employment or notice of rights and expectations.
3. The employer commits to employ the young person(s) for a minimum of 6 months, bearing in mind the aspiration for longer term employment.
4. The employer commits to paying a salary at the Living Wage (as per the Living Wage Foundation). 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 National Minimum Wage.
5. The employer must commit to recruit one of a maximum of 3 candidates put forward for the role.
6. The employer must commit to release an employee aged 16 to 18 years for education or training during the 6 months employment period, in order to satisfy the requirement of Raising Participation Age. Employee’s aged 19 years and over may still require additional skills and training. Evidence of the course(s) and attendance will be required.
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)