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| **A black and blue logo  Description automatically generated**  **Employer Recruitment Incentive**  **Application Form**  **Please return completed application forms to** [**eri@discoverworkdundee.co.uk**](mailto:eri@discoverworkdundee.co.uk) |
| **Privacy Statement - Processing, storing and sharing your information** |
| We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.dundeecity.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement](http://www.dundeecity.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement). Processing your personal information is necessary for:   * the performance of a task carried out in the public interest or in the exercise of official authority invested in the organisation; * compliance with a legal obligation to which Dundee City Council is subject in its participation in No One Left Behind and the UK Shared Prosperity Fund with the need to adhere to the associated terms and conditions; and / or, * the performance of a contract by Dundee City Council and other organisations appointed as Delivery Partners in the Employability Pathway in relation to No One Left Behind and the UK Shared Prosperity Fund with the need to adhere to the associated terms and conditions.   This includes our adherence with reporting requirements relating to expenditure, as well as the personal information of those supported by employability services. You can find more information in this separate [Privacy Statement](https://www.dundeecity.gov.uk/service-area/city-development/planning-and-economic-development/privacy-statement-dundee-city-council-and-our-employability-pathway-programme)[[1]](#footnote-2) for individuals who receive support from employability services funded by Discover Work including the investment of funds originating from the Scottish and UK Government. This is to ensure that public funds are spent appropriately, and Dundee City Council is accountable for these funds.  In addition, you can view the following Privacy Information Notices made available for people receiving support from services funded by the corresponding organisation. They provide further information on how those organisations may use your personal information.   * [Scottish Government (No One Left Behind)[[2]](#footnote-3)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.employabilityinscotland.com%2Fmedia%2F05zjljnv%2Fno-one-left-behind-employability-services-privacy-information-notice-oct-03-10-22.docx&wdOrigin=BROWSELINK) * [UK Government (UK Shared Prosperity Fund)[[3]](#footnote-4)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-privacy-notice/uk-shared-prosperity-fund-privacy-notice)   Furthermore, the [National Employer Recruitment Incentive Framework](http://www.employabilityinscotland.com/media/p3xfxhmv/employer_recruitment_incentive_framework.pdf)[[4]](#footnote-5), developed in partnership between the Scottish and Local Government, outlines the minimum standards for publicly funded recruitment incentives available to support people of all ages who meet the required eligibility criteria, whilst also embedding fair work principles into our support measures.  We are also required to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law. If you do not provide us with information we require, then we will not be able to provide this service to you. |

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| **Section 1 – Company Details** | | | | |
| **Contact Name** |  | | **Job Title** |  |
| **Company Name** |  | | **Telephone** |  |
| **Address** |  | | **Mobile** |  |
|  |  | | **Email** |  |
| **City** |  | | **Company Reg No** |  |
| **County** |  | | **VAT Reg No** |  |
| **Postcode** |  | | **Charity Reg No** |  |
| **Sector** | Public | Third / Voluntary | Private | Other (please state below) |
|  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Status** | Ltd | Social Enterprise | Charity | Other (please state below) |
|  | Public | Partnership | LLP | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **If the company is part of a group, please provide the name of the parent company** | | | | |
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| **Section 2 – Job Information** | | | | |
| **Job Title** |  | | | |
| **Contract** | Permanent | Fixed term (52 weeks+) | | |
| **Hours Per Week** |  | **Duration if Fixed term** |  | weeks |
| **Hourly Rate (£)** |  | **Annual Salary (£)** |  | |
| **Modern Apprenticeship?** | Yes | No |  | |
| **What qualifications are being offered?** |  |  |  | |
| [**SCQF Level**](https://dundeecitygovuk.sharepoint.com/sites/PLAN&ECON-Discover_Work/Shared%20Documents/General/ERI%20Documents/4.%20Discover%20Work%20ERI%202023%20onwards/Fair%20Work%20First%20Guidance) **(if applicable)** |  |  |  | |
| **If applicable, how likely is it that this job will be retained after the fixed term period?** | | | | |
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| **Section 3 – Application Assessment** |
| Your application will be reviewed based on the answers provided, so please give as much detail as possible. |
| **Please outline why you have applied for funding** |
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| **Economic Benefits** – How does the company / this job contribute to Dundee’s economy? |
|  |
| **Sector potential for growth** – What is the predicted growth of the sector over the next few years? Are you expecting an increase in demand for your goods or service? Why? |
|  |
| **Employment & Training Benefits** – What training and qualifications will the employee gain including those that form part of a Modern Apprenticeship (if applicable)? What are the employee’s prospects beyond this post once they have completed 52 weeks of employment? Will skills, knowledge, qualifications, and experience gained by the employee help them to find work elsewhere beyond this employment? |
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| **Section 4 – Terms and Conditions** |
| The information provided in this application and supporting documentation is deemed to be accurate and complete and any offer of financial support is made on that basis. If any information is found to be incorrect then any offer of assistance will be withdrawn and any monies that may have been paid in relation to this application may be reclaimed.  The company will operate in line with current UK employment and equality legislation and agrees to supply a copy of the employee’s contract of employment in advance of submitting its first claim for payment. The company will provide all supporting documentation and agrees that claims made without full and satisfactory financial documentation will not be processed for payment. The applicant will provide, on request, up to date financial information including management accounts and certified/audited annual accounts if future checks are deemed necessary to ensure ongoing eligibility. The company must not be indebted to the Council in any manner e.g. Business Rate Arrears.  The company confirms that it is not in receipt of any other financial support towards the cost of the supported job under the Discover Work Employer Recruitment Incentive, and should that situation change, the company agrees to inform Dundee City Council immediately. The Council may reduce or terminate financial support if other public sector support is received.  Dundee City Council’s decision on whether to offer support is final and cannot be appealed. Any additional terms specified under the offer will be detailed by Dundee City Council. |

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| **Section 5 – Adherence to terms, conditions, and eligibility Including Fair Work First requirements** | | | |
| By submitting your application, you confirm that your organisation meets all criteria and will adhere to all requirements detailed in this application, the **Discover Work ERI Employer Pack**, and [Fair Work First Guidance](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/1/) including:   * The job offers a minimum of 8 hours per week and is expected to last a minimum of 52 weeks * You will provide the employee with a contract of employment within two months of the start date * You agree to participate in regular review meetings with your employee and our team * You are a Real Living Wage employer, and will pay the Real Living Wage or higher * Your organisation has no inappropriate use of zero-hour contracts * You are / will take action to create a more diverse and inclusive workplace * You will ensure a safe and healthy working environment, where staff wellbeing is actively supported by promoting a good work/life balance * You are committed to providing appropriate channels for effective workers’ voice * Supporting evidence will be provided | | | |
| **Declaration** – I declare that the information provided in this form is true and accurate, that the position for which ERI funding is being sought meets the intended purpose detailed in the **Discover Work ERI Employer Pack**, our organisation meets all criteria, and we will adhere to all requirements as detailed in this application, the **Discover Work ERI Employer Pack**, and [Fair Work First Guidance](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/1/). | | | |
| **Name:** |  | **Date:** |  |
| **Job Title:** |  |  |  |
| **Signature:** |  |  |  |

**Official use of Dundee City Council only:**

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| **Application Reviewed By:** |  |
| **Date Reviewed:** |  |
| **Application Approved:** | Yes  No |
| **Reason for Refusal:** |  |
| **Signed:** |  |
| **Position:** |  |
| **Will a New Supplier Form be required?** | Yes  No |

1. [www.dundeecity.gov.uk/service-area/city-development/planning-and-economic-development/privacy-statement-dundee-city-council-and-our-employability-pathway-programme](http://www.dundeecity.gov.uk/service-area/city-development/planning-and-economic-development/privacy-statement-dundee-city-council-and-our-employability-pathway-programme) [↑](#footnote-ref-2)
2. [www.employabilityinscotland.com/news-events/news/no-one-left-behind-data-sharing-agreement-and-privacy-information-notice-published/](http://www.employabilityinscotland.com/news-events/news/no-one-left-behind-data-sharing-agreement-and-privacy-information-notice-published/) [↑](#footnote-ref-3)
3. [www.gov.uk/government/publications/uk-shared-prosperity-fund-privacy-notice/uk-shared-prosperity-fund-privacy-notice](http://www.gov.uk/government/publications/uk-shared-prosperity-fund-privacy-notice/uk-shared-prosperity-fund-privacy-notice) [↑](#footnote-ref-4)
4. [www.employabilityinscotland.com/media/p3xfxhmv/employer\_recruitment\_incentive\_framework.pdf](http://www.employabilityinscotland.com/media/p3xfxhmv/employer_recruitment_incentive_framework.pdf) [↑](#footnote-ref-5)