

## No One Left Behind – Orkney Island Council Employer Recruitment Incentive application form

### Information for the individual:

The Orkney Island Council Employer Recruitment Initiative is a key Scottish Government initiative, aimed at supporting those further away from employment progress towards and sustain positive and fair work. The funding for this initiative is managed Scottish Government and locally by Orkney Island Council.

The information given on this form will be used to process your application. The information will also be passed to other relevant organisations for the purpose of delivering, monitoring and evaluating No One Left Behind funding and also to provided individuals with support and advice whilst monitoring their personal progress.

The reasons in which we retain and share your personal information are legally justified under the General Data Protection Regulation. This application will be stored securely and only staff who need to know will access the information. For further information on this, please refer to <http://www.orkney.gov.uk/online-Services/privacy.htm>

Section 1 – Employer Information			
Name of Employer			
Contact Name			
Address			
Postcode			
Telephone Number		Mobile Number	
Email Address			
Number of Employees in Scotland			
VAT Registration Number			
Company Registration Number			
Has business received any di minimis State Aid in last 3 years?			
If so, how much?			

### Section 1 - Continued

Job Title of position being offered		Modern Apprenticeship	Yes	No
If MA what is the qualification title		Contract Type	Fixed Term <input type="checkbox"/>	Permanent <input type="checkbox"/>
			Min 52 week contract <input type="checkbox"/>	
Salary		NMW		NLW
Number of hours per week				
Expected Start Date				

### Section 2 – Participants Information

NI Number			
Title		Last Name	
First Name		Email	
Home Phone No		Mobile Phone No	
Address		DOB	
Unemployed	Yes	No	
Length of unemployment Please indicate number of weeks/months/years			Highest level of qualification held.

Eligibility Criteria					
Please tick <b>ALL</b> that apply to the person being employed <i>(at least TWO must apply)</i>					
Above 54 years of age		Armed Forces Veteran		Asylum seeker	
At risk of becoming NEET		Criminal Conviction		Disability	
From remote and rural area Outside Kirkwall/Stromness		From a rural area Kirkwall/Stromness		Homeless or affected by housing exclusion	
Living in a jobless household		Living in a jobless household with dependent children		Living in a single adult household with dependent children	
Long term physical illness/condition		Long term unemployed		Looked after young person	
Living in a household with children in poverty.		Low skilled		Material deprivation	
Mental health issues		Migrants, people with a foreign background		No/limited work experience.	
Primary carer of a child/children (under 18) or a adult.		Refugee		Substance related conditions	
Underemployed		Has exited Fair Start Scotland and requires additional support.			

Eligibility Requirements	
Participant is entering a new job or Modern Apprenticeship	Yes/ No
Participant meets two or more of the barrier eligibility criteria	Yes/ No
Employer has received previous public funds for participant	Yes/ No
Job offers minimum of 16 hours per week	Yes/ No
The employment is expected to last 52 weeks or more	Yes/ No
A contract of employment will be made available within the first 4 weeks of employment	Yes/ No
You have, or will obtain Employers Liability Insurance	Yes/ No
Your organisation has an equal opportunities policy	Yes/No
You agree to participate in quarterly review meetings with your employee and the OIC team	Yes/ No

Referral Source		
How did you hear about No One Left Behind – Orkney Employer Recruitment Incentive		
Are you happy for your contact details to be added to our mailing list so we can alert you to future funding opportunities?	Yes	No

### Section 3 – Application Assessment

Please answer the questions below. Your application will be scored based on the answers below so please provide as much detail as possible

Please outline why you have applied for funding, including what you will use it for, approximate cost to the organisation and intended timescales

**Economic benefits** – How does the job benefit the local economy? How will the new job benefit the growth of your company and support the local economy?

**Sector potential for growth** – What is the predicted growth of the sector over the next few years? Will there be increased demand?

**Employability Benefits** – How will this recruitment benefit the employee? What training will be provided, and will skills learned be transferable?

**Contract** – Please confirm the type of contract that will be provided e.g. permanent, fixed term 52 weeks or more, fixed term for the duration of a Modern Apprenticeship. OIC will require a copy of the contract given.

**Salary** – Please provide the number of hours per week the employee will be employed for and the hourly rate you intend to pay the employee.

## Section 4 - Agreement

**Before agreeing to participate and signing below, please read this section carefully.** This sets out the reasons why we require your personal information, how long we will store it and who we are required to share it with.

It is necessary for information relating to training, eligibility, and subsequent destinations of the participants ("relevant information") to be passed to Scottish Government to monitor, audit and evaluate No One Left Behind – Orkney Employer Recruitment Incentive. The evaluation may include requesting both participants and employers to complete any questionnaire issued by or on the behalf of Scottish Ministers. This is so we know that public funds are being spent appropriately, and that OIC is providing the best possible support to those who need it. Any results to surveys/questionnaires will be anonymous and will be used to improve the service we offer.

In addition, for the purposes of monitoring Local Authority Compliance and quality assurance and to assist with policy development, Scottish Government may wish to contact both participants and employers by post, email or telephone or meet directly to discuss support, training and outcomes facilitated under the initiative.

By agreeing to participate in the No One Left Behind – Orkney Employer Recruitment Incentive, I confirm that I have read and understand the contents of this section and hereby acknowledge and understand –

- a. That the personal information I have entered into this form, and the answers to the questions above, are required to be passed to public authorities concerned with economic and/or skills development (including Scottish Ministers, the European Commission and/or government departments). We only pass your information on to other organisations when it is prescribed under law, or when necessary for us to do so in carrying out our role as administrators of the funding.
- b. That public authorities listed above, may contact me either directly or through duly authorised agents to assist them in monitoring, audit and/or evaluation of No One Left Behind – Orkney Employer Recruitment Incentive Fund
- c. That I undertake to co-operate fully with Orkney Island Council and/or Scottish Government in response to any reasonable request for information concerning my participation in the No One Left Behind – Orkney Employer Recruitment Incentive fund, to enable monitoring of Local Authority compliance and quality assurance and to assist with policy development

Participants Signature		Date	
Employers Signature		Date	

### Section 5 - Declarations

I declare that the information provided in this form is correct and the eligibility for o One Left Behind – Orkney Employer Recruitment Incentive has been met.

Print Name of Participant		Date	
Signature of Participant			
Print Name of Employer		Date	
Signature of Employer			
Print Name of Local Authority	Orkney Island Council	Date	
Signature of Local Authority			