

Sevenoaks District Council – WorkBoost programme grant application form



HM Government



Name of business	
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Contact name	
Full business address	

Business phone Number	
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Email address for contact	
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Type of business (please tick as appropriate)	Limited Co.		Sole Trader	
	Social Enterprise		Charity / Voluntary	
	Public / Government		PLC	

Nature of business (What does your business do?)	
Company registration number	
Business Rates Number (where applicable)	

VAT Registration Number

How many people (including you) work in the business?	
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What is the role you wish to recruit for? (Please include Job description and person specification)	
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What is the expected start date for the role?	
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Please describe the job that the post holder would be doing?	
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What training is required to enable the post holder to do the job? Who would provide this?	
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Are there any specific qualifications that are needed to do the job? Please explain what these are and why they are needed?	
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Where will the job be located? Please give full address.	
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What support do you have in place for the employee within your business?	
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How many people will the post holder be working alongside?		Will the post holder ever be working alone?	Yes	No
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Are there any other reasons why a candidate may not be able to work for you? If yes, please say why?	
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What will you do to ensure that an employee attends the provided training during the 12 weeks in post and will you provide any additional training and development opportunities?	
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Please confirm that you will not be appointing a relative or connection of the family, including friends?	
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Please confirm that your business is compliant with all statutory requirements?	
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What provisions does your business have to ensure staff welfare and wellbeing?	
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Please include details of your Business Bank Account and the most recent 2 months bank statements

Account Name:

Sort Code:

Bank Account number:

Declarations

I confirm that I have read and understood the accompanying guidance with regard to Sevenoaks District Council's WorkBoost programme.	
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I confirm that I agree to everything contained in the accompanying guidance as above.	
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I confirm that my business shall comply with the grant agreement if this application is successful.	
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Signature		Name in print	
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Date	DD	MM	YYYY
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Position in business	
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Please ensure your application includes 2 most recent months bank statements and a job description/ person specification for the role.

Please return your completed form to: workboost@sevenoaks.gov.uk