

**KICKSTART SCHEME – JOB PLACEMENT FORM**

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| --- | --- |
| Company Details | |
| Company Name |  |
| Company Address |  |
| Company/Charity No. |  |
| Contact Details | |
| Name |  |
| Email |  |
| Telephone |  |
| Placement Details | |
| No. of Placements Wanted |  |
| Role Title(s)/Types |  |

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| --- | --- | --- |
| Role Details  Please provide as much information as possible. The DWP will look carefully at this information when deciding whether to accept this role as a placement. And DWP Job Coaches will use this information to match possible applicants.  If you have more than one role type being offered, please copy and paste this table and fill it in for each additional role. | | |
| Role Title |  | |
| Earliest Start Date |  | |
| Location (Workplace Address, or Work from Home) |  | |
| No. of Hours for Posts  (Kickstart will pay for 25 hours/week. If you wish to employ the person for more hours, then you will need to pay the extra costs (including NI/pension)) |  | |
| Proposed Pay Level  (Kickstart will pay national minimum wage: £4.55 for under 18s, and £8.20 for those aged 21 to 24. If you wish to pay above this, then you will need to pay the extra costs (including NI/pension)) |  | |
| Reason for this New Role |  | |
| Main Duties |  | |
| Essential/Desirable Skills | Essential | Desirable |
|  |  |
| What employability support are you planning to offer the young people on your placements?  (Please note that this is an important part of your application – the DWP will be looking at this in detail to make sure that the placement offered is beneficial for the young person.  If you require support with this, we can put you in touch with our sister company ENF who can provide training packages.) |  | |

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| Other Information | | | |
| What type of insurance do you have? | No Insurance | Public Liability | Public and Employers Liability |
|  |  |  |
| What employability support are you planning to offer the young people on your placements? |  | | |
| Do you have any further information about the placements that you feel is relevant to the application? |  | | |
| Do you envisage being able to offer further placements for young people using the scheme once these ones have ended after the initial 6 months? If so, how many? |  | | |

As part of the application proccess, you will need to provide a branded Job Description for the DWP to use in their recruitment processes.

In addition, please attach the following policies with this form:

* Safeguarding
* Health and safety
* Manual handling and procedure document,
* Lone Working,
* Policy on reducing health and safety risks of workplace equipment,
* Policy and procedure on display screen equipment
* COVID-19 Risk Assessment

If you do not have any of these documents, then EN:Able Communities can support you by providing template documents. Please contact [kickstart@efficiencynorth.org](mailto:kickstart@efficiencynorth.org) for more information.

Please note that, as part of our due dilligence as a Gateway body, we will undertake checks on the records kept by Company House/Chairty Commision/FSA (whichever is applicable).