

Recruitment Grant - Application Form

The Social Security Recruitment Grant supports the employment of people who have been claiming Unemployment Benefit or Incapacity Benefits for more than 6 months. A general guide to the terms and conditions of this grant can be found in the leaflet "The Recruitment Grant—Employers Guide". The Recruitment Grant is payable at three rates according to the number of hours worked per week. The grant can be claimed in stages at 4 weeks, 12 weeks and 26 weeks, provided that the employee is still employed at that time. In addition there is a training element that can be claimed to support the training and development of the employee.

Company or Organisation Details

Recruiting Organisation	<input type="text"/>	
Phone Number	<input type="text"/>	
Address	<input type="text"/>	
Postcode	<input type="text"/>	
Contact Name	<input type="text"/>	
Phone Number / email	<input type="text"/>	<input type="text"/>

Recruited employee for whom the Recruitment Grant is claimed

Name	<input type="text"/>	Date of Birth	<input type="text"/>
Social Insurance No.	<input type="text"/>	Telephone	<input type="text"/>
Home Address	<input type="text"/>	Postcode	<input type="text"/>
		Proposed or Actual Employment Start Date	<input type="text"/>

Data Protection Statement

The Committee for Employment and Social Security will process any personal data which you provide in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed can be found at www.gov.gg/dp or alternatively you may call 01481 732500 and request a paper copy

Details of the post filled

Job Title

Weekly contracted hours (please tick) - under 20 hours
- 20-29 hours
- over 30 hours

Please detail the probationary period for the post.

Please give a brief outline of the duties involved.

You may send in a copy of the job description instead of completing this section.

Training Grant

In order to apply for the training element of the Recruitment Grant you will need to complete this section.

1. Please provide an outline of any general training to be given to the employee (for example Health and Safety, First Aid, I.T. skills).

2. Please provide details of training specific to the job (for example machine operation, specific business I.T. system).

I hereby apply for a Recruitment Grant under The Social Insurance (Back to Work Benefits) Regulations, 2004. I declare that the information given is correct to the best of my knowledge, the employee for whom this grant is claimed is aware of this application and that should any circumstances relating to this claim change I will inform Social Security without delay.

Upon completion, this application form should be sent to: The Job Centre Manager, Social Security, Edward T Wheadon House, Le Truchot, St Peter Port, Guernsey, GY1 3WH

Signed

Date

Name

Company / Organisation

Office use only

Form Received

Agreement Approved

Agreement No.