

APPLICATION FOR GRANT FUNDING

Please complete all sections in full. You should type, or write in block capitals using a black pen.
You should not apply for funding for someone who is already employed in your business.

BUSINESS DETAILS

Business Name:

Contact Name:

Title:

Email:

Address:

Tel:

Fax:

Number of Employees: F/T
P/T Number of years trading
Trainees

Nature of business (Brief Description)

Sole Trader Partnership Limited Company

If Partnership, partners' names:

If Limited Company, company registration no.:

Date of last accounts/management accounts?

Have you received any public sector grant or loan assistance in setting up and running your business over the last 3 years? Yes No

If yes, please provide details:

Are you receiving, or have you applied to receive financial assistance towards recruiting or training this employee from another source? Yes No

If Yes, give details

PROPOSED EMPLOYEE DETAILS

Proposed Salary Details:

Basic Weekly Wage: £

Employers NI: £

Total Wage: £

Number of hours per week to be provided:

Do you have an employee in mind? Yes No

if NO

Would you like support to recruit? Yes No

Proposed Employee's Surname:

First Name(s):

Address:

Telephone number: Email address:

NI No: D.O.B.: M/F:

Proposed Job Title:

How long have they been unemployed for?

DECLARATION

I declare that the information on this application form and any documents enclosed are to the best of my knowledge complete and accurate.

I declare that the person named above as a proposed employee is not already employed in my organisation.

I declare that the position meets the criteria for the creation of a wage subsidy place.

I declare that this recruitment is made possible only through grant assistance.

Name: Designation:

RETURN THIS FORM

This form should be returned to: Access2employment, West Lothian Council, 2nd Floor North Wing,
West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF
or email: access2employment@westlothian.gov.uk