**Pathway CTM - Kickstart Employer Registration Form**

**Information Required:**

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| **Company Name** |  |
| **Company Address** |  |
| **Company No or Registered Charity No** |  |
| **Key Contact Details for Kickstart** | **Name:** |
| **Email:** |
| **Mobile No:** |
| **No of Placements being Offered** |  |
| **Number of current staff on PAYE** |  |

**If known at this point, can you tell us:**

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| **Headline details of proposed Job Placements** *E.g. Onsite or Office support areas* |  |
| **Locations** |  |
| **Estimated Start Dates** *i.e. mm/yy or ASAP* |  |
| **Please Note – As part of this registration you are confirming the following:****That the placements are eligible within Scheme rules i.e. the job placements created with Kickstart funding** * would not have been created without Kickstart funding
* do not replace existing or planned vacancies
* do not cause existing employees or contractors to lose or reduce their employment

**The placements you are offering:** * are for a minimum of 25 hours per week for a 6-month period
* will be paid at least the National Minimum Wage for their age group
* will not require people to undertake extensive training before they begin the job placement
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| **When the application is approved, we will:*** **Need full details of job placement/location/ if public transport is available etc.**
* **Pathway CTM will look after the following employability support:**
* support with CV and interview preparation
* support with links into organisations and follow on Programmes/Training
* support to look for full time work post placement
* **To know of any additional training that you can provide, such as**
* training to develop their skills, such as teamwork, organisation and communications as part of the role
* **Put in place a Service Level Agreement between Pathway CTM (Gateway) and your company (Employer)**
* **Facilitate the payment process to you and monitor placements.**
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*Please return this form to* *kickstart@pathwayctm.com**.*