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**APPLICATION FORM**

1. **APPLICANT CONTACT DETAILS** *(please print)*

|  |  |  |
| --- | --- | --- |
| **Applicant name** |  | |
| **Home address**  **Postcode** | | **Employment status:** *(please cross as appropriate)*  Unemployed  Please start at section 1B  Self-employed(less than 3 months)  Please start at section 3 |
| **Tel No** | | **Email** |
| **NI No** | | **Date of birth** |
| **Do you have any outstanding debt to PKC? Yes/No**  **If yes please detail:** | | **Have you received any additional funding from PKC Yes/ NO**  **If yes please detail:** |
| **Do you have any criminal convictions that would prevent you from working with vulnerable groups? (Sector specific opportunities may require PVG checks)** | | **Current/Last Job title** |
| **Desired job role** | | **Referral Source** |

**1b. APPLICANT STATEMENT – Unemployed**

Please note: not all applications can be successful and the outcome of your application will be assessed based on the information provided, so please provide as much detail as possible.

|  |
| --- |
| Please provide a brief description of why you are applying for Skills Passport and how you would benefit should your application be approved. Please supply us with the detail in full of the investigations and research you have carried out to support this application. Please continue on additional sheets if required. |
|  |

**2a. TRAINING REQUESTED**

Please give as much information as possible and enclose any course literature if applicable. Applicants must provide 3 Training Quotes below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Provider** | **Course requested**  (including link to webpage) | **Contact**  (number/address) | **Cost** | **Start Dates** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2b.** **TRAINING QUOTES**

Please give details of the most competitive suppliers by providing 3 Quotes - Indicating preference. If only 1 in the area please look outwith Perthshire for comparison.

|  |  |  |  |
| --- | --- | --- | --- |
| **Quote 1** | | | |
| **Service requested:** | | |  |
| **Costs:** |  | | |
| **Name and address of supplier:** | | |  |
|  | | | |
| **Tel No:** | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Quote 2** | | | |
| **Service requested:** | | |  |
| **Costs:** |  | | |
| **Name and address of supplier:** | | |  |
|  | | | |
| **Tel No:** | |  | |
| **Quote 3** | | | |
| **Service requested:** | | |  |
| **Costs:** |  | | |
| **Name and address of supplier:** | | |  |
|  | | | |
| **Tel No:** | |  | |

**Please contine to section 4**

**3a. SELF EMPLOYED APPLICANT STATEMENT**

Please note: not all applications can be successful and the outcome of your application will be assessed based on the information provided, so please provide as much detail as possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please answer the following questions detailing investigations and research you have carried out to support this application. Please continue on additional sheets if required.  All Self employment applicants must be within 3 months of trading,in the process of business start-up and previously unemployed or accessing universal credit. | | | | | |
| **What is your business idea?** | | | | | |
| **Who are you competitors and how does your business compare?** | | | | | |
| **How will you find customers and what kind of advertising and marketing will you do?**  **How much will this advertising/marketing activity cost?** | | | | | |
| **What is your expected turnover per month?**  **What is your expected business cost per month?**  **What is your expected income per month?** | | | | | |
| **Do you have an accountant?** | Yes | No | **Are you in contact with Business Gateway or Growbiz?** | Yes | No |
| **Business Insurance Policy?** | Yes | No | **Are you in contact with PSYBT/Perth College/Other?** | Yes | No |
| **Are you registered with Inland Revenue as self-employed?** | Yes | No | **Do you have personal protective equipment (PPE)?** | Yes | No |
| Describe how you would benefit should your application be approved providing as much detail as possible. | | | | | |

**3b. TRAINING REQUESTED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Provider** | **Course Details**  (including link to webpage) | **Contact**  (number/address) | **Cost** | **Start Dates** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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**3c. TRAINING QUOTES**

Please give details of the most competitive suppliers by providing 3 Quotes - Indicating preference. If only 1 in the area please look outwith Perthshire for comparison.

|  |  |  |  |
| --- | --- | --- | --- |
| **Quote 1** | | | |
| **Service requested:** | | |  |
| **Costs:** |  | | |
| **Name and address of supplier:** | | |  |
|  | | | |
| **Tel No:** | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Quote 2** | | | |
| **Service requested:** | | |  |
| **Costs:** |  | | |
| **Name and address of supplier:** | | |  |
|  | | | |
| **Tel No:** | |  | |
| **Quote 3** | | | |
| **Service requested:** | | |  |
| **Costs:** |  | | |
| **Name and address of supplier:** | | |  |
|  | | | |
| **Tel No:** | |  | |

1. **Background Information – help us understand your circumstances**

a) Are you currently unemployed ? Yes  No

b) How long have you been unemployed/Self employed?

c) Have you been resident in Perth & Kinross for 3 months or more?

Yes  No

d) Referring source (Jobcentre,Business Gateway etc.)

1. **Equalities Monitoring**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 5 - Equal Opportunities** | | | | | | | | |
| **Ethnic Group:** Please read the list below and highlight one category that most closely describes your ethnicity. | | | | | | | | |
| **White** | | | | | | | | |
| Scottish | | Other British | | | Irish | | Other white background | |
| **Asian, includes Asian Scottish and Asian British** | | | | | | | | |
| Bangladeshi | Indian | | Pakistani | | Chinese | | Other Asian Background | |
| **Black background includes Black Scottish & Black British** | | | | | | | | |
| African | | Caribbean | | Other black background | | | | |
| **Mixed ethnic background** | | |  | | | | | |
| **Other ethnic background** | | |  | | | | | |
| **Prefer not to say** | | |  | | | **Not known** | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Religion or belief or none:** Please indicate your religion or belief from the following options. | | | | | | |
| Buddhist | Hindu | Jewish | | Muslim | | Pagan |
| Sikh | Church of Scotland | | | Roman Catholic | | Other Christian |
| None | Prefer not to say | | Other religion or belief | |  | |

|  |  |  |
| --- | --- | --- |
| **Sexual Orientation:** Do you consider yourself to be:- | | |
| Bisexual | Heterosexual/Straight | Homosexual (gay/lesbian) |
| Other |  | Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **Gender:** | | |
| Male | Female | Other ………… |

1. **TERMS AND CONDITIONS OF ACCEPTANCE**

All applicants must provide proof of identity, proof of address and confirmation of unemployment/ Self employment

Applicants may be required to undergo a short interview process before any funding decisions will be made. You will be contacted by Perth & Kinross Council to arrange a suitable time and date upon receipt of your application.

**Training Terms**

* If you fail to attend the agreed training **you** will be liable for the cost.
* Training **must not** commence until approval has been given.
* Training **must start within six months** of approval being given.
* Only **one training grant per person** can be awarded in any one year.
* Any funds approved will be paid to the training provider by Perth & Kinross Council.
* Certain Sector Training providers may conduct criminal background checks as part of their assessment process, prior to offering a place. Grant funding will only be available upon receipt as eligible from Training provider and must be confirmed via Training provider email address or Training provider signed letter headed note.

1. **DATA PROTECTION STATEMENT**

The information provided by you on this form and from supporting evidence – where applicable will be used by Perth & Kinross Council to support your progression towards employment, education, training or other positive outcomes **(Perth & Kinross Council)** respects your personal information and undertakes to comply with Procedures ensuring compliance with data protection legislation, including the UK GDPR and the Data Protection Act 2018 in order to process your grant application.

**THE INFORMATION WILL BE SHARED WITH**

The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

**Privacy Information Notice**

We take the security of your personal data very seriously. This statement sets out why we need your information, what we need and how we will use it.

**1. Why we need data about you**

Through the Scottish approach to employability services, we are delivering person-centered, tailored services to those further from the labour market through a combination of locally designed services.

We need to collect and use information about you (data) to support you to move towards, into and progress in work. We also need to share that information with partners to make informed, evidence-based decision making.

We are able to gather, use and share (process) your data as a “public task in the public interest” under relevant laws, including the UK General Data Regulation Protection (GDPR) (article 6(1)(e)). We are able to process your sensitive personal (special category) data by ensuring that this processing is proportionate, and is necessary for statistical research purposes under the UK GDPR (article 9 Sections (2)(g) and (j)).

**2. How will your data be used**

* To agree with you what types of support services will help you to find and keep work;
* monitor and report on our performance in supporting you, including producing statistics and equalities monitoring reports;
* better understand how services work, what difference they make to the people involved and how to improve future services for people like yourself.

In order to monitor the success of the grant, the information supplied by you will be used to report back on its progress. This information will then be made publicly available in statistical format only.

“I confirm that the information that I have provided is correct to the best of my knowledge and authorise Perth & Kinross Council to use my information for the above purposes.”

**Signature of applicant:**

**Date:**

1. **APPLICANT’S DECLARATION and DATA PROTECTION STATEMENT**

* I confirm that the information provided above and enclosed supporting evidence is factual. I understand the administration team or their representatives may contact the person(s)/organisation(s) named in my application for verification purposes.
* I accept that Perth & Kinross Council’s decision on my application is final and agree to the terms and conditions above should I be successful.
* If my application is successful, I agree to provide evidence and information for monitoring and editing purposes as requested.

**Signature of applicant:**

**Date:**

On completion, this form should be sent by email to Laura Beck [SkillsPassport@pkc.gov.uk](mailto:SkillsPassport@pkc.gov.uk) to be passed for approval. Please note: The application will not be assessed unless all evidence has been received and the application form fully complete.

**Check list**

**Please check that you have enclosed all relevant evidence in support of your application.**

1. Have you completed the application form fully? Yes No
2. Have you included all supporting evidence, including Proof of identity & proof of address? Yes No
3. Proof of earnings/unemployment? Please provide one (Job centre universal credit payments page/P45) Yes No
4. Have you included a current CV? Yes No
5. Have you included a Short Business Plan/cash flow forecast if looking at Self employment? Yes No