**Employer Registration Form**

Please complete all sections of the form below:

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| Section One: Business Information  |
| Business Name: |  |
| Registered business address including post code  |  |
| Address of placement including postcode (if different from above) |  |
| Contact Name(Person dealing with application) |  |
| Telephone Number: |  |
| Email address  |  |
| Companies House or charity registration number (Required) If Sole trader please detail here  |  |
| Company Description (Private, third sector, sole trader, or social enterprise)  |  |
| Number of Existing Employees  |  |
| Business Sector  |  |
| Date Trading Commenced  |  |
| Company Logo (please supply as an attachment if available) |  |

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| Section Two: Details of Financial Position (information provided here should be accurate. It will be used along with information held by Companies House and Liability Insurance to qualify for funding) |
| Turnover – Last financial year (2019/2020) evidence may be required. |  |
| Profit – Last financial year (2019/2020) |  |
| Projected Turnover (year 2020/21) |  |
| Projected Profit (year 2020/21) |  |
| What is your recruitment history over the last 2 years? |  |
| Do you have any outstanding debt to Glasgow City Council? If so, please provide details |  |
| Employers' Liability Insurance please provide a current copy. |  |
| Have you made any redundancies in the last 12 months or have any planned?  |  |

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| Section Three: Evidence of salary payments  |
| Please detail what evidence you will provide regarding payroll run and the business bank statements to show employee salary payment? |  |

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| Section Four: Job Placements  |
| Number of Step Up Glasgow placement vacancies being created  |  |
| Placement Job Title(s): |  |
| Number of hours required per week per placement (Funding is available for 16-25 hours) |  |
| Location of Placement(s) (Please confirm if it is homeworking during COVID) |  |

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| Section Five: Declaration |
| * Have vacancies for a minimum of 16 hours available for six months.
* Will pay the age-relevant Glasgow Living Wage for a minimum for 16 hours a week and up to a maximum of 25 hours a week.
* Any wage and associated costs for over and above the 25-hour contract will be paid in full by the employer.
* Funding will only be given if a young person is hired using the Step Up Glasgow process
* Salary evidence must be supplied, and payment will be made four weeks in arrears by Step Up Glasgow.
* Will supply an accurate job description for the role to the Step Up team and interview in accordance with your own recruitment process.
* This placement will require employability support as outlined in Step Up Glasgow literature.
* Will provide the time for the young person to access employability support provided by Jobs & Business Glasgow over the six-month period (minimum one hour per week in weeks one to eight and then in weeks sixteen to twenty four) as well as time to complete industry relevant training.
* Will ensure that the young person carries out duties which have previously been agreed in the job description.
* Will inform Step Up Glasgow of any issues with the role/placement which may occur as and when they may arise.
* The £250 set up fee is available to support start-up/digital inclusion and connectivity and evidence garnered and provided to Step Up Glasgow.
* You are not causing existing employees or contractors to lose or reduce their employment.
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| I confirm that I have read all the information above, completed the form accurately and agree to the terms and conditions of Step Up Glasgow and that I permit Glasgow Chamber of Commerce to hold my data for the purposes of auditing and compliance and shared as required with stipulated partners. |
| Completed by: |  |
| Signature: |  |
| Date: |  |

Once completed please return form to: **stepupglasgow@glasgowchamberofcommerce.com**