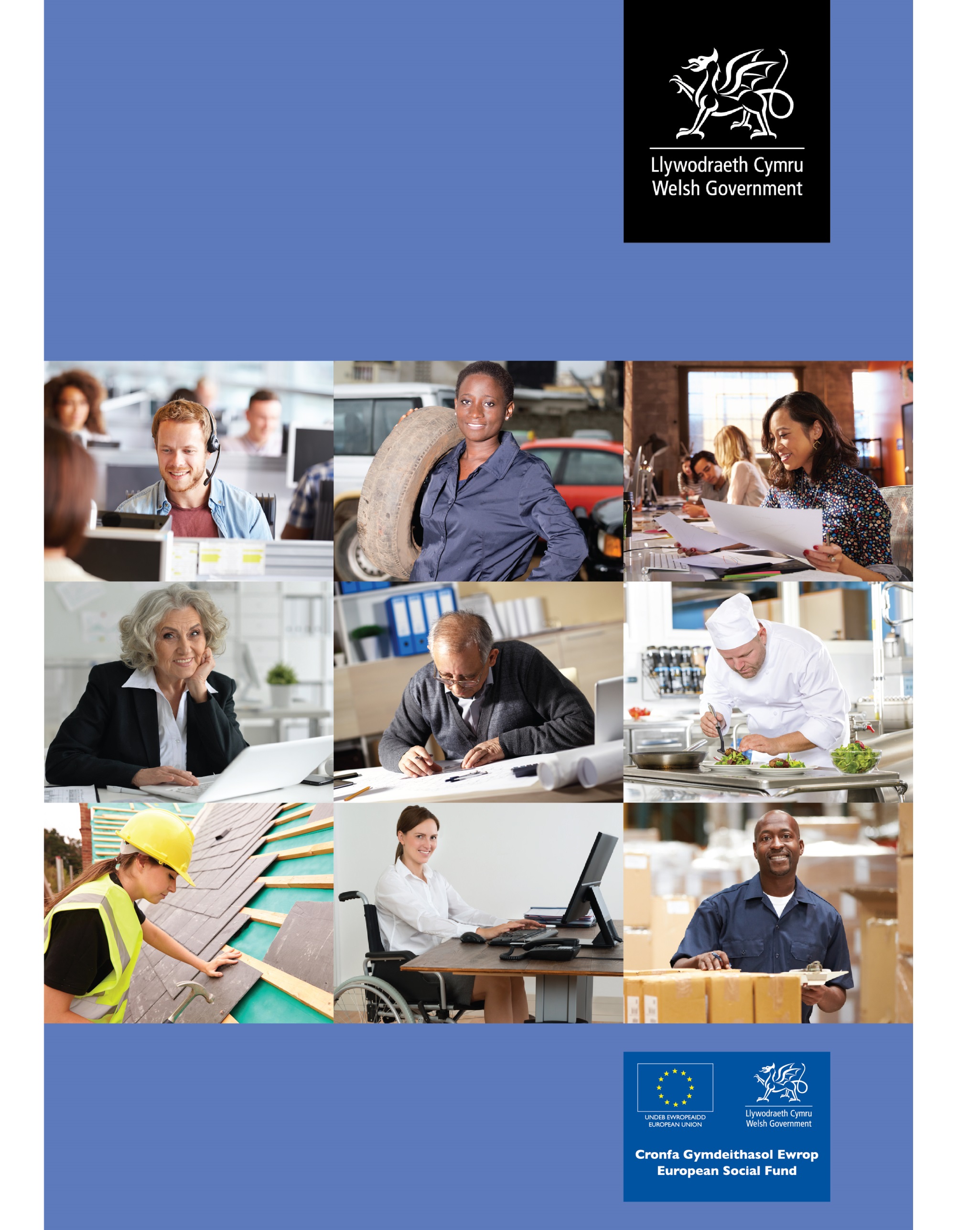
**Form 3**

**Employer Recruitment and**

**Training Support Application Form**

**Use this if you are an employer seeking funding for recruitment and training**

**Participant Name:**

**Participant Number:**

For office use only

**Before you fill in the form**

Please read our Guidance Notes and Privacy Notice, then complete this jointly with the person you are recruiting. Please use a separate form for each new recruit. If you are recruiting more than 5 employees, please contact us to discuss ways in which we can simplify the application process.

**Please ensure that this form is completed in full. Incomplete applications will not be processed and will result in the start of** **employment being delayed.**

Remember, you will not be eligible for this funding if the employee starts working for you before your application has been approved. Please note that European and public funding regulations prevent the ReAct programme from supporting jobs in the public sector.

Your new recruit should now check their eligibility and complete Sections 1 to 4. You can then complete Sections 5 to 8, and submit the form to the Welsh Government’s ReAct Team at [reactenquiries@gov.wales](mailto:reactenquiries@gov.wales).

If you need help completing the form contact the Skills Gateway for Business on **03000 6 03000**.

Please make sure that every section of this form is filled in before it is returned. If any information is missing or incorrect, your application will be delayed. If you need help completing this form, please contact Skills Gateway for Business on **03000 6 03000.**

**Section 1 – Your new recruit fills this in**

First check your eligibility – your new employer can only apply for this grant if the following applies to you:

* You must be a resident in Wales at the date of redundancy/unemployment *and* reside in Wales at the time of application and have the legal right to live and work in the UK.
* You must apply for this grant no later than 12 months from the date of redundancy or the date of becoming unemployed.
* You must not have been in continuous new employment (16 hours or more per week) for six weeks or more between becoming redundant/unemployed and the date of the application for a ReAct grant.
* You must not be undertaking (or have not undertaken since becoming redundant/unemployed) any training which is funded directly or indirectly by public funds. This includes, but is not exclusive to, the Welsh Government’s work-based learning programmes.

**Please note that every application is assessed on its own merit and approval is at the discretion of the ReAct Team in the Welsh Government.**

If you are a current or ex-director or current or ex-company secretary of the company from which you have become redundant/unemployed it is unlikely that you will be eligible for support. Please contact Skills Gateway for Business on **03000 6 03000** to discuss your individual circumstances.

Now please complete Sections 1 to 4. You must include evidence of your redundancy/unemployment (e.g. redundancy letter, notice of redundancy or evidence from your last employer about the loss of the job), evidence of your National Insurance number, address, and date of birth and proof of your right to work in the UK. If you require any advice about which documents are acceptable, please contact the Skills Gateway for Business on **03000 6 03000**. Failure to provide these documents will delay the application. We will require certified copies of the documents (e.g. scanned, photograph). Please ask your new employer to use the certification document on the last page of this application form.

**Privacy Notice – Recruit**

In order for you to receive support from the ReAct programme (which is part-funded by the European Social Fund), the Welsh Government is required to collect information from you. Processing this application is part of our public task to administer the funding and will form part of our contract with you.

The Welsh Government is the data controller for any personal data you provide as part of this application for funding.

Providing your data is necessary for you to participate in the programme. All fields in the ReAct programme’s forms are mandatory unless otherwise stated; this includes questions where ‘prefer not to say’ is an option.

All the information you provide will be stored and used in accordance with the current data protection legislation (the Data Protection Act and the General Data Protection Regulation (GDPR)).

This Privacy Notice sets out how the information collected from you will be used and who will have access to it.

**Who will we share your information with and what will they use the information for?**

We will not share your information with any third party outside of our organisation, other than as set out below.

Please be aware that your information is shared and used in the following ways:

* The Welsh Government will use and pass your information to the Welsh European Funding Office (WEFO), as appropriate, to:
  + - Process your application and allocate funding.
    - Fulfil the reporting requirements of the European Commission for projects funded by the European Social Fund.
    - Monitor and report on the number of people taking part in projects/programmes and the number of people from different groups being supported (e.g. different age, gender and ethnicity).
    - Carry out the funding, planning, monitoring and inspection of training and learning.
    - Produce statistical publications.
* With auditors to assess whether the project/programme has followed the correct procedures;
* To link your records to other data sources held by Welsh Government and UK Government departments to facilitate research into the impact the project has had on those who took part. These data sources might include the Longitudinal Educational Outcomes dataset, Careers Wales data, the Lifelong Learning Wales Record (LLWR), records held by HM Revenue Customs (HMRC) and Department for Work and Pensions (DWP), the Labour Force Survey, Annual Population Survey and the ESF Leavers Survey;
* To help us understand the effectiveness of the scheme we may share your contact details with approved research organisations so that they can talk to you about your experiences. Not everyone who takes part in the scheme will be contacted. If you are contacted by researchers, the purpose of the interview will be explained to you and you will be given the option not to be interviewed. The research organisations will delete your contact details once the research is complete. Research organisations may also be given access to anonymised data (versions of the data that don’t identify you) for the purposes of research, analysis or equal opportunities monitoring;
* Fraud prevention agencies will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment in future. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by contacting [**dataprotectionofficer@gov.wales**](mailto:dataprotectionofficer@gov.wales).

**Security and Storage**

The Welsh Government follows strict security procedures in the storage and disclosure of information you have given to us. Under European Guidelines we are required to store your details for 10 years following the closure of ESF projects in 2023 i.e. until 2033. When we no longer need to retain your information we will ensure it is disposed of securely.

The computers and servers in which we store your personal information are kept in a secure environment.

Under the data legislation you have the right to:

* access the personal data that we are processing about you
* rectify inaccuracies in those data
* object to or restrict processing (in certain circumstances)
* request that your data be ‘erased’ (in certain circumstances)
* lodge a complaint with the Information Commissioner’s Office (ICO).

The ICO can be contacted at:

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Tel: 0303 123 1113 (UK Helpline)

0330 414 6421 (Wales Helpline)

Fax: 01625 524 510

Email: [**wales@ico.org.uk**](mailto:casework@ico.gsi.gov.uk)

**How to contact us**

For further details about the information Welsh Government holds about you and its use, or if you want to exercise your rights under the GDPR, please contact [**reactenquiries@gov.wales**](mailto:reactenquiries@gov.wales). You can also contact [**dataprotectionofficer@gov.wales**](mailto:dataprotectionofficer@gov.wales)if you have a concern about how your personal information is being processed or you can contact the Information Commissioner’s Office (ICO).

By signing the declaration you acknowledge that your information will be used in the ways set out above.

**Employee details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance number: |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  | Mrs |  | Miss |  | Ms |  | or other title: |  |

|  |  |
| --- | --- |
| Surname: |  |

|  |  |
| --- | --- |
| First name(s): |  |

|  |  |
| --- | --- |
| Home address: |  |
|  | |
|  | |
|  | |
|  | |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of birth: | d | d | m | m | y | y | y | y |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Home telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mobile telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please tick your language preference for communications: |  | Welsh |  | English |

**Section 2 – Equal opportunities monitoring**

One of the aims of ReAct is to promote equal access for all to the education, training and employment opportunities offered through the programmes and to prevent any discrimination on the grounds of gender, disability, ethnic origin, religion or belief, age, sexual orientation and with regard to the bilingual nature of many of the region’s communities.

To ensure that the project is meeting the above commitment, we need to collect some information about you. The information you provide will be processed and managed by the Welsh Government in accordance with its obligation and duties in accordance Data Protection legislation (Data Protection and General Data Protection Regulation (GDPR)).

* The Welsh Government will use and pass your information to the Welsh European Funding Office (WEFO), as appropriate, to:
  + - Fulfil the reporting requirements of the European Commission for projects funded by the European Social Fund.
    - Monitor and report on the number of people taking part in projects/programmes and the number of people from different groups being supported (e.g. different ages, genders and ethnicities).

The equal opportunities monitoring questionnaire does not form part of your application; nevertheless, we encourage you to answer the questions below. We assure you that your answers will not be used by us to influence any decisions affecting your application.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 What is your gender? Please tick one box only. | | | | | | | | |
| 1 |  | Male | 2 |  | Female | 3 |  | Prefer not to say |
| Q2 Do you consider yourself to be a disabled person because of barriers which prevent you from participating fully in all areas of life? These barriers can be due to the attitude of others, the physical environment or organisational barriers.Please tick one box only. | | | | | | | | | |
| 1 |  | Yes | 2 |  | No | 3 |  | Prefer not to say |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q3 Do you consider yourself to have a work limiting health condition (any health condition which has an impact on your ability to work or remain in work)? Please tick one box only. | | | | | | | | |
| 1 |  | Yes | 2 |  | No | 3 |  | Prefer not to say |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q4 Do you have any dependent children?  Please include child/children aged 0-17 or 18-24 who are not in education or employment. | | | | | | | | |
| 1 |  | Yes | 2 |  | No | 3 |  | Prefer not to say |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q5 Do you have any caring responsibilities? | | | | | | | | |
| 1 |  | Yes | 2 |  | No | 3 |  | Prefer not to say |
| If ‘yes’, please tick all statements that apply, from the options below: | | | | | | | | |
| 1 |  | Primary carer for a child or children under 18 years old | | | | | | |
| 2 |  | Primary carer for a disabled adult aged 18 or over | | | | | | |
| 3 |  | Primary carer for an older person/people aged 65 or over | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q6 What is your ethnic group?Please tick one box only**.** | | | | | | | | | | |
| **A: White** | | | | | **C: Asian / Asian British** | | | | | |
| 1 | |  | | Welsh / English / Scottish / Northern Irish / British (please circle) | 9 |  | Indian | | |
| 2 | |  | | Irish | 10 |  | Pakistani | | |
| 3 | |  | | Gypsy or Irish Traveller | 11 |  | Bangladeshi | | |
| 4 | |  | | Any other White background, write in below | 12 |  | Chinese | | |
|  | |  | |  | 13 |  | Any other Asian background, write in below | | |
|  | |  | |  |  |  | |  | | |
| **B: Mixed / Multiple ethnic groups** | | | | | **D: Black / African / Caribbean / Black British** | | | | | |
| 5 | |  | | White and Black Caribbean | 14 |  | | African | | |
| 6 | |  | | White and Black African | 15 |  | | Caribbean | | |
| 7 | |  | | White and Asian | 16 |  | | Any other Black/African/ Caribbean background, write in below | | |
| 8 | |  | | Any other Mixed/Multiple ethnic background, write in below |  |  | |  | | |
|  | |  | |  | **E: Other ethnic group** | | | | | |
|  | |  | |  | 17 |  | | Arab | | |
|  | |  | |  | 18 |  | | Any other ethnic group, write in below | | |
|  | |  | |  |  |  | |  | | |
|  | |  | |  | **F: Prefer not to say** | | | | | |
|  | |  | |  | 19 |  | | Prefer not to say | | |
| Q7 Are you of European Union or other migrant status? A migrant is classed as a person who has changed their country of residence for a period of at least a year to the UK, but is not a citizen of the UK.  Please tick one box only. | | | | | | | | |
| 1 |  | | Yes (from a European Union country) | | | | | |
| 2 |  | | Yes (from a non-European Union country) | | | | | |
| 3 |  | | No | | | | | |
| 4 |  | | Prefer not to say | | | | | |

|  |  |  |
| --- | --- | --- |
| Q8 What is the highest qualification (or equivalent) you hold? Please tick one box only. | | |
| 1 |  | **No formal qualifications** |
|  |  |  |
| 2 |  | **Credit & Qualifications Framework for Wales (CQFW) Level 1:**  NVQ Level 1 up to 4 O Levels; GCSE grade D–G; CSE grade 2–6 or equivalent; Qualifications and Credit Framework (QCF) Level 1; GNVQ Level 1; GSVQ foundation Level 1; BTEC; RSA other; City and Guilds Level 1; YT certificate; YTP certificate; Key Skills Qualification 1; O Level D-E; Welsh Baccalaureate Foundation; Essential Skills qualification Level 1. |
|  |  |
|  |  |
| 3 |  | **Credit & Qualifications Framework for Wales (CQFW) Level 2:**  Welsh Baccalaureate National; Foundation Apprenticeship Level 2; GNVQ intermediate Level 2; RSA diploma; City and Guilds craft; BTEC Level 2; O Levels A-C; GCSE grade A\*– C; QCF Level 2; Essential Skills qualification Level 2; CSE grade 1 or equivalent; Advanced Welsh Baccalaureate. |
|  |  |
|  |  |
| 4 |  | **Credit & Qualifications Framework for Wales (CQFW) Level 3:**  International Baccalaureate 1; GNVQ Advanced; A Level; AS Levels or equivalent; RSA advanced diploma; OND, ONC, QCF Level 3; BTEC; National City and Guilds advanced craft; Access to HE qualification 1; Apprenticeship Level 3; Certificate of Higher Education. |
|  |  |
|  |  |
| 5 |  | **Credit & Qualifications Framework for Wales (CQFW) Level 4:**  HNC; Higher Apprenticeship Level 4; HND; QCF Level 4; Intermediate HNC/HND. |
|  |  |
| 6 |  | **Credit & Qualifications Framework for Wales (CQFW) Level 5:**  Foundation Degree; Higher Apprenticeship Level 5; QCF Level 5; Honours Degree. |
|  |  |
| 7 |  | **Credit & Qualifications Framework for Wales (CQFW) Level 6:**  QCF Level 6; Nursing; Higher Apprenticeship Level 6; Professional Certificate in Education; Higher Degree e.g. MSc, MA, MBA. |
|  |  |
| 8 |  | **Credit & Qualifications Framework for Wales (CQFW) Level 7-8:**  Industry Qualifications e.g. Chartered Accountants; Higher Apprenticeship Level 7; Higher Apprenticeship Level 8; Post Graduate Certificate in Education; QCF Level 7; QCF Level 8, PhD.  **Prefer not to say** |
|  |  |
| 9 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Q9 How many adults live in your household? An adult is a person aged 18 or over, irrespective of their employment status. | | | | | |
|  |  | No. of Adults |  |  | Prefer not to say |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q10 Are any of the individuals in your household employed (including self-employed)? | | | | | | | | |
| 1 |  | Yes | 2 |  | No | 3 |  | Prefer not to say |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q11 Are you at risk of losing your home as a result of unemployment?   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 |  | Yes | 2 |  | No | 3 |  | Prefer not to say |   Q12 Which of the following describes your Welsh language ability? Please tick all boxes which apply. | | |
| 1 |  | I can understand Welsh |
| 2 |  | I can speak Welsh |
| 3 |  | I can read Welsh |
| 4 |  | I can write Welsh |
| 5 |  | None of the above |
| 6 |  | Prefer not to say |

**End of Equal Opportunities Question**

**Section 3 – Unemployment details**

|  |
| --- |
| Name of employer from which you were made redundant/unemployed or will be made redundant: |
|  |

|  |
| --- |
| Address of employer from which you were made redundant/unemployed or will be made redundant: |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |
| --- |
| Name of contact at employer/company from which you were made redundant/unemployed or will be made redundant: |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start date of employment: | d | d | m | m | y | y | y | y |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of redundancy/ unemployment: | d | d | m | m | y | y | y | y |

|  |  |  |
| --- | --- | --- |
| Nature of contract: | | |
| 1 |  | Permanent |
| 2 |  | Fixed term |
| 3 |  | Temporary |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Are you, or have you ever been, a director or a company secretary of the above employer / company? | | | | | | |
| 1 |  | Yes | 2 |  | No |  |

|  |  |  |
| --- | --- | --- |
| Q1 Which of the following best describes the job from which you were made redundant/ unemployed or will be made redundant? Please tick one box only. | | |
| 1 |  | Manager or senior official |
| 2 |  | Professional occupation |
| 3 |  | Associate professional or technical occupation |
| 4 |  | Administrative or secretarial occupation |
| 5 |  | Skilled trades occupation |
| 6 |  | Personal service occupation |
| 7 |  | Sales and customer service occupation |
| 8 |  | Process, plant and machine operatives |
| 9 |  | Elementary occupations (e.g. cleaner, labourer, refuse worker) |

|  |  |  |
| --- | --- | --- |
| Q2 Which of the following best describes the industry/sector of the employer from which you were made redundant/unemployed or will be made redundant? Please tick one box only. | | |
| 1 |  | Agriculture, forestry and hunting |
| 2 |  | Mining and quarrying |
| 3 |  | Manufacturing |
| 4 |  | Electricity, gas, steam and air conditioning supply |
| 5 |  | Water supply, sewerage, waste management and remediation activities |
| 6 |  | Construction |
| 7 |  | Wholesale and retail trade; repair of motor vehicles and motorcycles |
| 8 |  | Accommodation and food service activities |
| 9 |  | Transportation and storage |
| 10 |  | Information and communication |
| 11 |  | Financial and insurance activities |
| 12 |  | Real estate activities |
| 13 |  | Professional, scientific and technical activities |
| 14 |  | Administrative and support service activities |
| 16 |  | Education |
| 17 |  | Human health and social work activities |
| 18 |  | Arts, entertainment and recreation |
| 19 |  | Other service activities |
| 20 |  | Activities of households as employers; undifferentiated goods and services producing activities of households for own use  Activities of extraterritorial organisations and bodies |
| 21 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Q3 Have you been employed for 6 weeks or more between the date of being made redundant/ unemployed and the date of this application? Please tick one box only. | | | | | | |
| 1 |  | Yes (please provide details below) | 2 |  | No |

|  |
| --- |
| Name of employer / company: |
|  |

|  |
| --- |
| Contact name at employer / company: |
|  |

|  |
| --- |
| Address of employer / company: |
|  |
|  |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start date of employment: | d | d | m | m | y | y | y | y |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| End date of employment: | d | d | m | m | y | y | y | y |

|  |  |  |
| --- | --- | --- |
| Please tick one box only to indicate the number of hours per week. | | |
| 1 |  | Fewer than 16 hours |
| 2 |  | 16 hours or more |

|  |  |  |
| --- | --- | --- |
| Q4 Have you carried out any training between the date you were made redundant/unemployed and the date of this application? Please tick one box only. | | |
| 1 |  | Yes (please provide details below) |
| 2 |  | No (go to Section 4) |

|  |
| --- |
| Name of training provider: |
|  |

|  |
| --- |
| Address of training provider: |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start date of course: | d | d | m | m | y | y | y | y |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| End date of course: | d | d | m | m | y | y | y | y |

|  |  |
| --- | --- |
| Title of training course: |  |

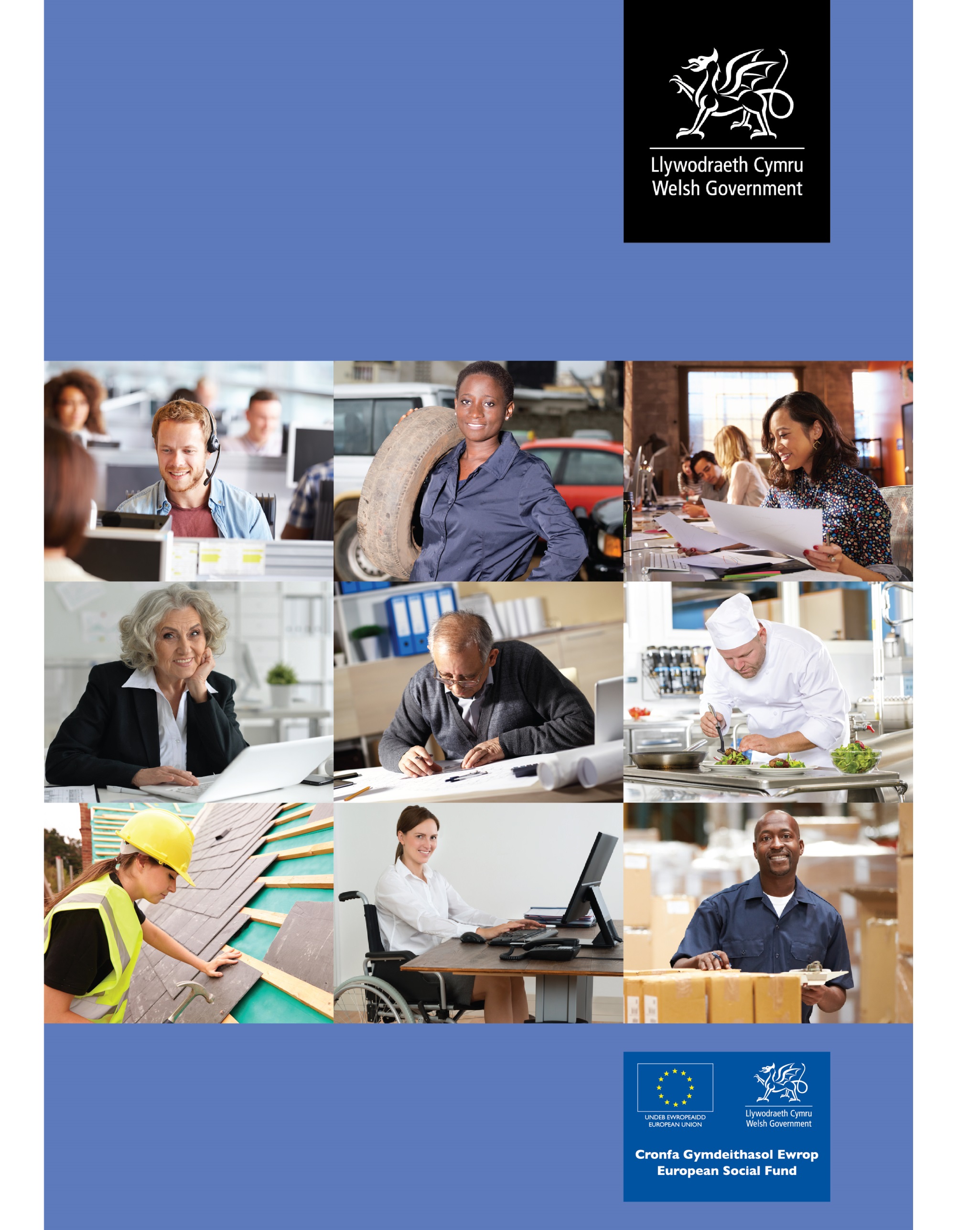
|  |  |  |
| --- | --- | --- |
| Q5 Who paid for this training? Please tick one box only. | | |
| 1 |  | Your previous employer |
| 2 |  | Public funds (for example European Social Fund) |
| 3 |  | Local authority |
| 4 |  | You paid for it yourself |
| 5 |  | Free course |
| 6 |  | Don’t know |
| 7 |  | Other (please give details below) |
|  |  |  |

**Section 4 – Recruit declaration**

* I confirm that the details shown in Section 1, 2 and 3 of this application form are correct.
* **I confirm that I have not started work for this employer.**
* I am aware that you may contact me to discuss any part of this application or any training I have received and I agree to provide any information asked for.
* **I confirm I have read the privacy statement and acknowledge the information set out in it.**
* I understand that failure to agree with these terms may result in my not being eligible for funding.

|  |  |
| --- | --- |
| Name (BLOCK CAPITALS): |  |
| Signature: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | d | d | m | m | y | y | y | y |

**Employer Details**

**This section should be completed by the employer**

**Privacy Notice – Employer**

In order for you to receive support from the ReAct programme (part-funded by the European Social Fund), the Welsh Government is required to collect information from you. Processing this application is part of our public task to administer the funding and will form part of our contract with you.

The Welsh Government is the data controller for any personal data you provide as part of your application for funding.

Providing your data is necessary for you to participate in the programme. All fields in the ReAct programme’s forms are mandatory unless otherwise stated; this includes questions where ‘prefer not to say’ is an option.

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**Who will we share your information with and what will they use the information for?**

We will not share your information with any third party outside of our organisation, other than as set out below.

Please be aware that your information is shared and used in the following ways:

* The Welsh Government will use and pass your information to the Welsh European Funding Office (WEFO), as appropriate, to:
  + - Process your application and allocate funding.
    - Fulfil the reporting requirements of the European Commission for projects funded by the European Social Fund.
    - Monitor and report on the number of people taking part in projects/programmes and the number of people from different groups being supported (e.g. different age, gender and ethnicity).
    - Carry out the funding, planning, monitoring and inspection of training and learning.
    - Produce statistical publications.
* With auditors to assess whether the project/programme has followed the correct procedures;
* To link your records to other data sources held by Welsh Government and UK Government departments to facilitate research into the impact the project has had on those who took part. These data sources might include the Longitudinal Educational Outcomes dataset, Careers Wales data, the Lifelong Learning Wales Record (LLWR), records held by HM Revenue Customs (HMRC) and Department for Work and Pensions (DWP), the Labour Force Survey, Annual Population Survey and the ESF Leavers Survey;
* To help us understand the effectiveness of the scheme we may share your contact details with approved research organisations so that they can talk to you about your experiences. Not everyone who takes part in the scheme will be contacted. If you are contacted by researchers, the purpose of the interview will be explained to you and you will be given the option not to be interviewed. The research organisations will delete your contact details once the research is complete. Research organisations may also be given access to anonymised data (versions of the data that don’t identify you) for the purposes of research, analysis or equal opportunities monitoring;
* Fraud prevention agencies will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment in future. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by contacting [**dataprotectionofficer@gov.wales**](mailto:dataprotectionofficer@gov.wales).

**Security and Storage**

The Welsh Government follows strict security procedures in the storage and disclosure of information you have given to us. Under European Guidelines we are required to store your details for 10 years following the closure of ESF projects in 2023 i.e. until 2033. When we no longer need to retain your information we will ensure it is disposed of securely.

The computers and servers in which we store your personal information are kept in a secure environment.

Under the data legislation you have the right to:

* access the personal data that we are processing about you
* rectify inaccuracies in those data
* object to or restrict processing (in certain circumstances)
* request that your data be ‘erased’ (in certain circumstances)
* lodge a complaint with the Information Commissioner’s Office (ICO).

The ICO can be contacted at:

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Tel: 0303 123 1113 (UK Helpline)

0330 414 6421 (Wales Helpline)

Fax: 01625 524 510

Email: [**wales@ico.org.uk**](mailto:casework@ico.gsi.gov.uk)

**How to contact us**

For further details about the information Welsh Government holds about you and its use, or if you want to exercise your rights under the GDPR, please contact [**reactenquiries@gov.wales**](mailto:reactenquiries@gov.wales). You can also contact [**dataprotectionofficer@gov.wales**](mailto:dataprotectionofficer@gov.wales)if you have a concern about how your personal information is being processed or you can contact the Information Commissioner’s Office (ICO).

By signing the declaration you acknowledge that your information will be used in the ways set out above.

**Section 5** - For you as the prospective employer to fill in

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  | Mrs |  | Miss |  | Ms |  | or other title: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | | First names: |  | |  | |
| Job title: |  | |  | |  |  | |
| Company details | | |  | |  |  | |
| Name of business: | |  | | | | |

|  |  |
| --- | --- |
| Address: |  |
|  | |
|  | |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| E-mail address: |  | | | |
| Companies House registration number (if applicable): | | |  | |
| VAT registration number (if applicable): | |  | | |
| What is your Standard Industrial Classification (SIC) if known or nature of business:   |  | | --- | |  | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please tick your language preference for communications: |  | Welsh |  | English |

|  |  |
| --- | --- |
| How many people do you currently employ (full-time equivalent)? |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have an equality and diversity policy/strategy? Your answer will not affect your organisation’s eligibility for support. | | | | | | |
| 1 |  | Yes | 2 |  | No |  |

|  |  |
| --- | --- |
| Q1 Is your company part of a group or a subsidiary of a larger business? This information is used for the calculation of de minimis State Aid. Please tick which option applies to your business. | |
| **Option 1 – My organisation is totally independent** |  | |
| * My organisation does not participate in any other enterprise and * No other organisation participates in my enterprise (autonomous enterprise) | |
| **Option 2 – My organisation is a partner enterprise** |  | |
| * My organisation holds at least 25% of another organisation and/or * Another organisation holds at least 25% of my organisation (partner enterprise) | |
| **Option 3 – My organisation is a linked enterprise** |  | |
| * My enterprise is part of a group * My enterprise holds more than 50% of another enterprise and/or * Another enterprise holds more than 50% of my enterprise (linked enterprise) | |

Please provide details of the parent company below.

|  |  |
| --- | --- |
| Name of the parent company: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |
|  | |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Q2 Have you made a request for financial aid to any other source, for example a training association, industry association or any other Welsh Government Department, for the individual in this application? Please tick one box only. | | |
| 1 |  | Yes (please provide details below) |
| 2 |  | No |

|  |  |
| --- | --- |
| Source this request was made to: |  |
|  | |
| Reason for making this request: |  |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| Amount requested: | £ |

|  |  |  |
| --- | --- | --- |
| Q3 Has your business (including all partner or linked enterprise) received any de minimis State Aid in the last three fiscal years (i.e. government or European funding) Please tick one box only. | | |
| 1 |  | Yes (please provide details below) |
| 2 |  | No |

|  |  |  |
| --- | --- | --- |
| Name of the organisation that granted the aid: | |  |
| Please fill in the amount and the date of the award. | | |
| £ | Awarded on |  |
| Reason the aid was given (for example job creation): |  | |
|  | | |
|  | | |
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**Section 6 – Details of the job you are offering**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I confirm that the prospective employee named in this form has the legal right to live and work in the UK and I am submitting certified copies (e.g. scanned, photograph) of the relevant evidence. | | | | | | |
| 1 |  | Yes | 2 |  | No |  |

Please contact the Skills Gateway for Business on **03000 6 03000 or visit** [**www.gov.uk/legal-right-work-uk**](http://www.gov.uk/legal-right-work-uk) should you require advice about suitable evidence of this legal right.

|  |  |  |  |
| --- | --- | --- | --- |
| Title of job: |  | | |
| Annual salary: | £ | or hourly rate: | £ |

|  |  |
| --- | --- |
| Number of hours to be worked per week: |  |
| Expected start date: |  |

*Please provide a date in the future:* ***we cannot support employment which has started before your application for a ReAct grant has been approved.***

|  |  |  |  |
| --- | --- | --- | --- |
| Q1 How has the job in this application become available? Please tick one box only. | | | |
| 1 |  | Company expansion |
| 2 |  | Previous employee resigned |
| 3 |  | Previous employee retired |
| 4 |  | Previous employee was made redundant |
| 5 |  | Previous employee was dismissed |
| 6 |  | Other (please give details) |

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**Section 7 – Training support**

* We will only consider your application for employer training support if you are also applying for employer recruitment support. Please read the guidance notes for this support.
* We will only consider external training delivered by an external training provider.
* Please note that the claim for payment for training cannot be made until the 26-week measurement date has been reached.
* We will require evidence of time spent on training completed at this stage in the form of attendance records signed by both the training provider and your employee.
* A template will be supplied with the Employer Training Claim Form.
* Please provide details of the training the employee needs in this section on the following pages. If the employee needs more than 2 training activities please contact [reactenquiries@gov.wales](mailto:reactenquiries@gov.wales) for information on how to apply.

Training activity 1

|  |
| --- |
| Summary of external training activities/skills involved: |
|  |

|  |  |
| --- | --- |
| Number of training hours: |  |

|  |  |
| --- | --- |
| Name of external training provider: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |
|  | |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start date of training: | d | d | m | m | y | y | y | y |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| End date of training: | d | d | m | m | y | y | y | y |

|  |  |
| --- | --- |
| Total cost (excluding VAT): | £ |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| E-mail address: |  |

Training activity 2

|  |
| --- |
| Summary of external training activities/skills involved: |
|  |

|  |  |
| --- | --- |
| Number of training hours: |  |

|  |  |
| --- | --- |
| Name of external training provider: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |
|  | |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start date of training: | d | d | m | m | y | y | y | y |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| End date of training: | d | d | m | m | y | y | y | y |

|  |  |
| --- | --- |
| Total cost (excluding VAT): | £ |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone number: |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| E-mail address: |  |

Q1 Do any of the training courses lead to any of the following recognised qualifications? Please tick one box per training course.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Training  Course 1 | Training  Course 2 |
| 1 | No |  |  |
| 2 | CQFW Level 1 |  |  |
| 3 | CQFW Level 2 |  |  |
| 4 | CQFW Level 3 |  |  |
| 5 | CQFW Level 4 |  |  |
| 6 | CQFW Level 5 |  |  |
| 7 | CQFW Level 6 |  |  |
| 8 | CQFW Level 7-8 |  |  |

1 No formal qualifications

2 Credit & Qualifications Framework for Wales (CQFW) Level 1:

*NVQ Level 1 up to 4 O Levels; GCSE grade D–G; CSE grade 2–6 or equivalent; Qualifications and Credit Framework (QCF) Level 1; GNVQ Level 1; GSVQ foundation Level 1; BTEC; RSA other; City and Guilds Level 1; YT certificate; YTP certificate; Key Skills Qualification 1; O Level D-E; Welsh Baccalaureate Foundation; Essential Skills qualification Level 1.*

3 Credit & Qualifications Framework for Wales (CQFW) Level 2:

*Welsh Baccalaureate National; Foundation Apprenticeship Level 2; GNVQ intermediate Level 2; RSA diploma; City and Guilds craft; BTEC Level 2; O Levels A-C; GCSE grade A\*– C; QCF Level 2; Essential Skills qualification Level 2; CSE grade 1 or equivalent; Advanced Welsh Baccalaureate.*

4 Credit & Qualifications Framework for Wales (CQFW) Level 3:

*International Baccalaureate 1; GNVQ Advanced; A Level; AS Levels or equivalent; RSA advanced diploma; OND, ONC, QCF Level 3; BTEC; National City and Guilds advanced craft; Access to HE qualification 1; Apprenticeship Level 3; Certificate of Higher Education.*

5 Credit & Qualifications Framework for Wales (CQFW) Level 4:

*HNC; Higher Apprenticeship Level 4; HND; QCF Level 4; Intermediate HNC/HND.*

6 Credit & Qualifications Framework for Wales (CQFW) Level 5:

*Foundation Degree; Higher Apprenticeship Level 5; QCF Level 5; Honours Degree.*

7 Credit & Qualifications Framework for Wales (CQFW) Level 6:

*QCF Level 6; Nursing; Higher Apprenticeship Level 6; Professional Certificate in Education; Higher Degree e.g. MSc, MA, MBA.*

8 Credit & Qualifications Framework or Wales (CQFW) Level 7-8:

*Industry Qualifications e.g. Chartered Accountants; Higher Apprenticeship Level 7; Higher Apprenticeship Level 8; Post Graduate Certificate in Education; QCF Level 7; QCF Level 8, PhD.*

**Section 8 – Employer declaration**

* I confirm that the details shown in Sections 5, 6 and 7 of this application form are correct.
* I confirm that the prospective employee named in this form has the legal right to live and work in the UK and I am enclosing certified copies (e.g. scanned/photograph) of the relevant evidence.
* I have read and understood the ReAct Guidance Notes.
* The employee is not following any other publicly-funded training at the time of recruitment. The employee will not take part in a Welsh Government work-based learning programme while I claim ReAct funding.
* I have declared all funds applied for or received from other sources in respect of this employment.
* **I understand that I cannot claim this funding if the employee starts work before my application is approved.**
* I understand that you will only approve this application if funds are available.
* I understand the level of support available depends on rules regarding State Aid.
* I understand that if I am registered for VAT work-related training will amount to 50% of the cost net of VAT but will not exceed £1,000.
* I will repay any award if any information I have provided is not correct.
* I will send evidence of continued employment and wages in the form of a P11 and payslips to claim payment. I understand that payment will be made after 13, 26, 39 and 52 weeks’ employment and that no payment will be made if the employee leaves before these measurement dates are reached.
* I will supply evidence of BACS payment for all costs incurred in each claim period.
* I am aware that you may contact or visit me to discuss any part of this application or funding I have received and I agree to provide any information asked for.
* I have read and understood the conditions of receiving financial support and agree to keep to them and that the information provided by me is correct.
* I confirm that any copy documents submitted with this application form are true copies of the original documents (e.g. scanned, photograph). I have signed the Certification Statement for copy documents to certify that I have seen the original document and that it is a true copy.
* **I confirm I have read the privacy statement and acknowledge the information set out in it.**
* I understand that failure to agree with these terms may result in my not being eligible for funding.

|  |  |
| --- | --- |
| Name (BLOCK CAPITALS): |  |
| Job title: |  |
| Signature: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | d | d | m | m | y | y | y | y |

**Getting it right the first time**

Before you send us your application, please check that your forms are completed in full (incomplete forms will not be processed and will result in employment being delayed) and make sure you have enclosed the following:

* Certified copy (e.g. scanned, photograph) of the evidence of redundancy/unemployment of the new recruit
* Certified copy (e.g. scanned, photograph) of the new recruit’s NI number, address, date of birth and right to work in the UK. If you require any advice about which documents are acceptable, please contact the Skills Gateway for Business on **03000 6 03000**.

Please ensure that all copy documents submitted with this application form are true copies of the original documents (e.g. scanned, photograph). Ensure you sign to certify that you have seen the original document and that it is a true copy. Please use the certification document on the last page.

Failure to provide these documents will result in a delay in processing your application.

**Please submit your completed application to:** [**reactenquiries@gov.wales**](mailto:reactenquiries@gov.wales)

If you need any help whatsoever, don't worry. Just get in touch and we'll give you all the advice you need.

**businesswales.gov.wales/skillsgateway**

**03000 6 03000**

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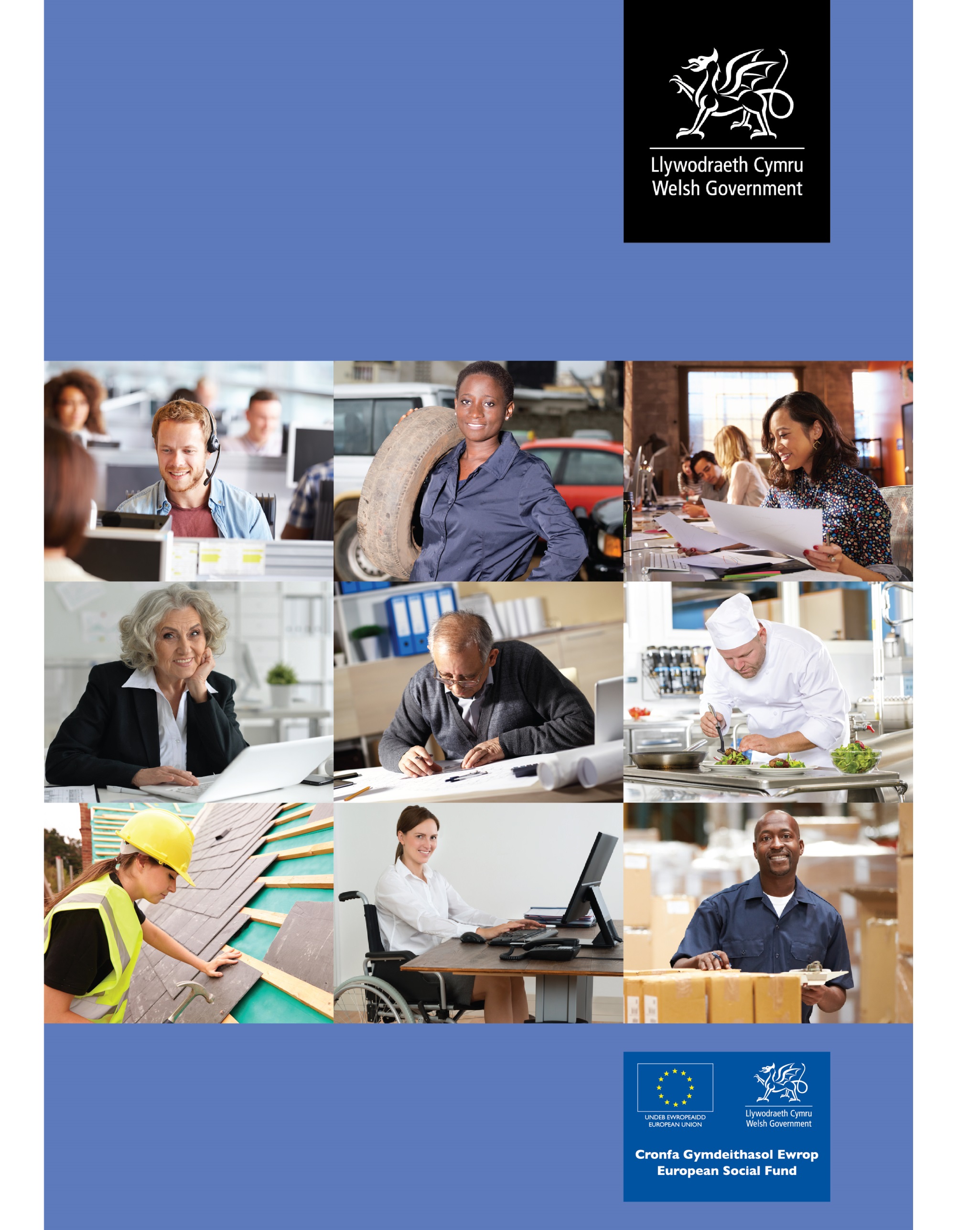
Office use only

|  |  |  |  |
| --- | --- | --- | --- |
| **Eligibility checked by:** | |  | |
| Name: |  | Signature: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | d | d | m | m | y | y | y | y |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ERS grant funding:** | | | | | | | | | | | | | | | | | |
| Approved: | |  | Not approved: |  | | Amount awarded: | | | | £ | | | | | | | |
| **ETS funding:** | | | | | | | | | | | | | | | | | |
| Approved: | |  | Not approved: |  | | Amount awarded: | | | | £ | | | | | | | |
| **Application authorised by:** | | | | | | |  | | | | | | | | | | |
| Name: |  | | | | | | Signature: |  | | | | | | | | | |
| **Data input by:** | | | | | | | | | | | | | | | | | |
| Name: |  | | | | Date: | | | | d | | d | m | m | y | y | y | y |
| Geographical Area of participant checked: | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| West Wales and the Valleys: |  | East Wales: |  | Outside Wales: |  |  |

****

**Certification Statement for copy  
documents**

**Employer Recruitment and Training Support Application Form**

**Certification Statement for copy documents**

ReAct Employer Recruitment Support Application

I certify that the documents enclosed as part of this ReAct Application are true copies of the original documents (e.g. scanned, photograph).

|  |  |
| --- | --- |
| Participant name: |  |

1. ‘Non-expired’ Passport or Birth Certificate or other relevant document – per Gov.uk website:

[**www.gov.uk/legal-right-work-uk**](http://www.gov.uk/legal-right-work-uk)

[**www.gov.uk/right-of-abode/overview**](http://www.gov.uk/right-of-abode/overview)

**(To confirm ‘Right to Live and Work in U.K. and Date of Birth).**

1. Payslip or ‘P60’or National Insurance Card or letter from HMRC.

**(To confirm National Insurance Number).**

1. Copy of evidence to confirm redundancy/unemployment.

**(To confirm redundancy/unemployment and residence in Wales at time of redundancy/unemployment).**

|  |  |
| --- | --- |
| Signature: |  |
| Name (printed): |  |
| Position in Organisation: |  |
| Name of Organisation: |  |
| Date: |  |

|  |  |
| --- | --- |
| Number of pages certified in this document: |  |