

Kickstart registration form

Main Contact

First name	
Last name	
Job title	
Email address	
Contact number	

Company Details	
Company name	
Company contact number	
Company address	
Number of employees	
Status of organisation	
Organisation Category	
Organisation registered with HMRC	
PAYE reference number	

Does your company have the following written policies and procedures?

Health and Safety Policy	Yes	No	(tick as appropriate)
Equal Opportunity Policy	Yes	No	(tick as appropriate)
Disciplinary Policy	Yes	No	(tick as appropriate)
Dismissal Procedures	Yes	No	(tick as appropriate)
Absence/Sickness Policy	Yes	No	(tick as appropriate)
Equivalent full-time paid staff	Yes	No	(tick as appropriate)

Job Placement Information

Job placement title	
Number of hours to be worked	
Job placement location	
Are you involved in other Kickstart applications?	Yes No (tick as appropriate)
Can you confirm this job would not exist without Kickstart funding?	Yes No (tick as appropriate)

How will you support a young person to progress towards sustained employment through your Kickstart Jobs?

Can you support a young person to develop their basic work skills? (Basic work skills include and are not limited to – timekeeping, attendance, communication, problem solving etc)	
Can you provide Jobsearch training/support for a young person? (CV preparation, producing supporting letters, interview skills/techniques, mock interviews etc)	
Can you provide support to look for jobs? (Goal setting, career advice, viewing and identifying suitable jobs etc)	