**London Councils ESF 2014-20 Programme**

**R1 Into Employment Evidence Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Participant and project details** | | | |
| Provider name | |  | |
| Project name | |  | |
| Project ID | |  | |
| Participant name | |  | |
| Participant ID | |  | |
|  | | | |
| **2. Employment details** | | | |
| Start date of employment | |  | |
| Name of employer | |  | |
| Address | |  | |
| Telephone | |  | |
| **Status of business** | |  | |
| (I.e. sole trader, plc, charity, partnership, limited company, social enterprise, public sector, other) | | | |
|  | | | |
| **3. Participant Employment Status** | | | |
| Job title | |  | |
| No. of hours employed per week | |  | |
| Length of employment contract | |  | |
| Is this an Apprenticeship? | | Yes  No | |
|  | | | |
| **4.** **Employer Confirmation** | | | |
| I confirm that the information above is correct | | | |
| Signed (wet signature) |  | | **Company Stamp** |
| Name |  | |
| Job Title |  | |
| Telephone |  | |
| Email |  | |
| Date of signature (wet ink) |  | |

**Notes for Employer and Partner**

All sections of this form should be completed in full. Signature and date of signature must be in wet ink.

This template should either be:

1. printed onto the organisations headed paper
2. pasted within an email, from the relevant employer
3. an organisation stamp added to this template signed and dated by the signatory.