**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.