**London Councils ESF 2014-20 Programme**

**R1b Sustained Employment for 26 weeks 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 and the participant (employee) has been in continuous employment for 26 weeks from the start date of employment. | | |
| 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.