

Application guide and conditions

Your application

- ✓ Funding is not guaranteed – we assess applications on a case by case basis. You **cannot** employ a person **before** submitting a funding application.
- ✓ You cannot apply for funding for someone who is already in post. It must be for a new job and the person must be out of work at the time of applying. The employee cannot start the post until funding is approved.
- ✓ You can make an application for funding before you know who you wish to employ. We will give you a provisional decision and reassess your application once you have selected your employee to ensure they meet the eligibility criteria. We can assist you with advertising the post through our **Employment CONNECT ERI Co-ordinators**. Please let us know if you would like this support.
- ✓ We will score your application based on the information you provide, so please ensure you give us as much detail as possible to get the best possible score. If information is missing, we will need to ask you to provide this which will delay the process for you.
- ✓ We aim to score your application and let you know the outcome of this within 10 working days.
- ✓ We will use your information to process your application form and, if unsuccessful, we will remove it from our systems. If you would like to remain on our mailing list, please make sure you 'opt in' on the application form.

The Application Process

You can download the application form from

<https://www.aberdeenshire.gov.uk/business/support-and-advice/business-support/employer-recruitment-incentive/> or email employmentsupportteam@aberdeenshire.gov.uk . Please give

us as much detail as possible in your application. This will allow us to make sure we base our decisions on accurate information to avoid disappointment further down the recruitment process.

- ✓ Please make sure you answer all the questions.
- ✓ If you don't have an employee in mind yet, you are still able to make an application. We make any offer of funding on the condition that the person you recruit meets the eligibility criteria. However, we will reassess your application to make sure the employee meets the eligibility criteria.

- ✓ If we do not receive the employee information within 8 weeks of your application being approved, the funding may be reallocated to another employer.

You will need to outline the economic and employment benefits of your application. Here are some suggestions:

- **Economic Benefits** - how does your organisation / this job contribute to **Aberdeenshire's** economy? Small businesses contribute to local economies by bringing growth and innovation to the community where the business operates. Small businesses also help stimulate economic growth by providing employment opportunities to people who may not be employable by larger corporations. How will the employee contribute to business growth? Will having an additional member of staff allow you to increase workload/output?
 - **Sector potential for growth** – What is the predicted growth of the sector over the next few years? Are you expecting an increase in demand for your goods or service? Why?
 - **Employability Benefits** - what training and qualifications will the employee gain? What are the employee's prospects beyond this post once they have completed 52 weeks of employment? Will skills, knowledge, qualifications and experience gained by the employee help them to find work elsewhere beyond this employment?
 - **Contract** – please make sure you answer this question.
 - **Salary** – please make sure you answer these questions.
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- ✓ Make sure you and the potential employee sign the form. The employee can sign at later date if you do not know who this will be at the point of application.
 - ✓ Return the application to employmentsupportteam@aberdeenshire.gov.uk so that we can assess and score it.
 - ✓ We will send you an email stating whether your application is successful or not. If it is successful, you will need to return a signed acceptance form. Once we receive this, we will send you a formal offer of the grant.
 - ✓ As soon as you have returned this to us, you can issue an official start date to your employee which is suitable to you both.
 - ✓ When you have recruited your employee, we will need to visit you both to complete the final paperwork for this stage and make sure all parts of the application process are signed and completed.
 - ✓ Before your employee starts work, we will need to meet with them to complete an action

plan of support for the funding period. We will arrange a suitable time for this with you and the employee. We will need to carry out quarterly reviews throughout the 52 weeks and will arrange a suitable time for this with you and the employee.

- ✓ We will need a copy of your employee's employment contract within two months of their startdate.