Kickstart Job Placement Template

Guidance

A template must be completed for each Job Placement role. For example, if you are applying for 30 Job Placements that are split across two roles, clerical assistant and retail assistant, you need to complete two templates.

|  |  |
| --- | --- |
| Job Placement title | Enter the title of the Job Placement you wish to fill. |
| Job Placement summary  | Enter a description of the proposed Job Placement. Include details of the main responsibilities of the role and the key activities that will be carried out. |
| Skills, experience and qualifications | Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving license. |
| Number of hours per week | Enter the proposed number of hours per week.  |
| Working pattern and contracted hours (including any shift patterns)  | Enter the proposed working pattern. |
| Hourly rate of pay  | Enter the proposed hourly rate of pay. If this will be the national minimum wage enter: National Minimum Wage *See www.gov.uk for further information on the National Minimum Wage.* |
| Details of employability support (training opportunities/mentor) | Kickstart participants must be provided with support to improve their employment prospects to help them move into long-term sustained employment. Describe what support you propose will be offered. *Note: If this is being provided by an intermediary body you should enter this here.* |
| Using the table please provide details for each proposed Job Placement | The location and address where the Kickstart participant would be working (if different to registered address).The preferred method that the applicant should contact you to apply, such as: email address for CVs, link to access an application form on your company's website, contact number and times to call if the application is to be made via telephone.The number of proposed Job Placements per location.The maximum number of applicants you want DWP to refer to you. If known, indicate if public transport is available. If known, enter the anticipated start date/s. |
| Company Name  | Please enter the Company Name  |
| Closing date for applications | Enter the proposed final date that you want to receive applications. |

**Template 1**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 2**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 3**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 4**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 5**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 6**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 7**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 8**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 9**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |

**Template 10**

|  |  |
| --- | --- |
| Job Placement title |  |

|  |
| --- |
| Job Placement summary |
|  |

|  |  |
| --- | --- |
| Essential skills, experience and qualifications |  |
|  |  |
| Number of hours per week |  |
| Working pattern and contracted hours (including any shift patterns) |  |
|  |  |
| Hourly rate of pay |  |

|  |
| --- |
| Details of employability support (training opportunities/mentor) |
|  |

|  |  |
| --- | --- |
| Closing date for applications |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Placement location and address (including post code) | How to apply for the proposed Job Placement | Number of proposed Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  |  |  |  |  |  |