|  |  |
| --- | --- |
| **OFFICE USE ONLY** | **PROOF OF EMPLOYMENT**  ***Tick either 1 or 2*** |
| 1. Viewed payroll at company premises | 🞎 |
| 1. Payroll extract held on File | 🞎 |
| Name: |  |
| Delivery Partner: |  |
| Signature: |  |
| Date: |  |

**LBGF Direct Jobs Safeguarded Form**

|  |
| --- |
| Company Name: |

Any information that is withheld for Data Protection Reasons must be retained by the business for Audit Purposes as this will be subject to Audit until at least 31/12/2028

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name\Unique Ref** | **Type of Job (use key)** | **Salary** | **NVQ Level (1-5)** | **Age** | **M/F** | **Ethnicity** | **Disabled**  **Y/N** | **Start Date** | **FT (=30hrs >)**  **PT(=15-30hrs)** | **Reason job**  **was at risk** | **Timescale job lost without assistance** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |

I, as a representative of the above company confirm that the details given above are true and accurate and these jobs were safeguarded as a result of the investment part-funded through the Lancashire Business Growth Fund:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Signed: |  | Date: |  |