|  |  |
| --- | --- |
| **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 Created Form**

|  |
| --- |
| Company Name: |
| Employee headcount ***(Full-Time Equivalent\*)*** as at date of Grant Offer Letter = |
| Current employee headcount ***(Full-Time Equivalent)*** inc. new jobs below = |

\*2 part-time employees who work 15-30 hours per week = 1 full-time equivalent

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)** | **Contract duration** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

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

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