**Incentive No 2&3 – 4 week/24 week sustainment**

**Value - £800 (broken into 2 £400 payments)**

**Eligibility**

* The new employee is to be aged 19 or older upon start date with the employer
* Age is to be evidenced through viewing formal documentation i.e. passport, driving licence, birth certificate etc
* The employer must be based within Derbyshire or Nottinghamshire
* The employer must be an SME (employs less than 249 staff)
* The start date must be within 2017 or 2018

**Claiming the incentive**

* Complete the job sustainment form (front and back) including a signed business card, signed compliment slip or signed letterhead
* Complete the State aid declaration form
* Return the completed forms (originals required) once the 4 weeks in employment has been completed and complete a new job sustainment form once 24 weeks has been completed

\*\*if the employee has already completed the full 24 weeks at initial form completion you may just complete 1 job sustainment form\*\*

**How to guide**

Please see below instructions on how to complete the paperwork correctly, failure to complete the forms to the correct requirements could invalidate your claim or delay payments.

**Job Sustainment Form – Part 1 – Job Start**

* Complete the employees details fully to include full name, full address, postcode, gender, date of birth and what evidence you have seen to confirm the person’s date of birth
* Complete the employers details, company name, company address (where the employee is based), company postcode
* Complete the employment start date (this is the start date of the new employee)
* Complete the contracted and average hours worked for the new employee
* State aid box – please circle Yes once you have completed the state aid form
* Tick the SD02 & SD03 boxes for the 4 week and 24 week job sustainment
* Enter the company name declaring that you employ less than 250 staff
* Please sign, print and date the form
* Attach a signed letterhead, compliment slip or business card (no other documentation is eligible to be attached) or imprint with a company stamp

**Job Sustainment Form – Part 2 – Sustainment**

* Complete the employees details fully to include full name, full address, postcode
* Complete the employers details, company name, company address (where the employee is based), company postcode
* Please circle the SD02 & SD03 incentives
* Please re-confirm the start date of the employee in the corresponding box
* Please add the sustain dates – these will be 4 weeks from the start date and then 24 weeks from the start date (this will be checked upon claim)
* Add the name of the employee on the dotted line and circle the number 4 & 24 (if both have been achieved, if only the 4 is currently achieved, just circle the 4 and return, then complete the 24 at that point), to confirm they have been employed for that duration of time
* Please sign, print and date the form
* Attach a signed letterhead, compliment slip or business card (no other documentation is eligible to be attached) or imprint with a company stamp (if already provided on the front, it does not need to be re-added on the reverse)
* Complete your bank details ready for payment (once 4 weeks has been achieved and the forms returned correctly we will claim your first £400 payment, then the remaining £400 will be claimed upon 24 weeks, payment will be made to you within 60 days of the forms being return to DBC)

**State Aid Declaration Form**

* Complete the company name as recorded with Companies House
* Complete the company’s registered address
* Complete the company contact details
* Point 4 – declaration – add any amounts (if any) of De Minimis aid received in the years stated and total up. Then sign, date etc to confirm that you will update us if you receive any additional aid from now until July 2018
* Point 5 – Sign, date etc to confirm that the company employs less than 250 staff
* Point 6 – Job Role is the job title of the new employee for which you are claiming the incentive – the date the job was advertised (can be entered as i.e. March 2017) – the name of the employee – then insert name of company on the dotted line below to confirm that it’s a newly advertised position
* Point 7 – Not applicable
* Point 8 – Please sign, print, date etc to confirm that the form is completed correctly.

**Then send the completed forms (job sustainment & state aid) to:**

Incentive Processing, DBC Training, 3-4 St Peters Churchyard, Derby, DE1 1NN