

**Digital Enhancement Programme Employer Application**

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| **Section 1: Applicant Information** | | | | | |
| **1.1 Applicant Details:** | | | | | |
| Name of Business | |  | | | |
| Business / company address (including postcode) | |  | | | |
| Lead contact name | |  | | | |
| Job Title | |  | | | |
| Telephone | |  | | Mobile |  |
| Email | |  | | | |
| Company website | |  | | | |
| **1.2 Please tell us what type of organisation you are e.g. Company Limited by Guarantee, LLP etc.** If you are applying as a company, please include your Company Number. | | | | | |
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| **1.3 What does your business do?** | | | | | |
| *Please explain what your business / company does and identify within which sector(s) your business / company operates.* | | | | | |
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| **1.4 Size of business** | | | | | |
| Please confirm whether your business is micro (1-9 employees), small (10-49 employees ) or larger (50 or more employees) | | | | | |
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| Please confirm the number of full time, permanent equivalent posts, showing others including temps, apprenticeships etc. separately and please confirm what proportion are currently paid at or above the Living Wage as defined by the Living Wage Foundation, currently £8.45 per hour. | | | | | |
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| *Please note – if your company owns or has share interests in another company or if your company is itself part of a larger group then this may impact upon the definition of your company as an SME. If any of these considerations apply, please provide additional information below and attach any relevant information.* | | | | | |
| Additional Information on the Company Group / Ownership(s) / Structure: | | | | | |
| **1.5 Declaration of Interest.** | | | | | |
| Are you or any members of your Board or management team an elected member or officer of Nottinghamshire County Council, or is anyone involved in the company or organisation related to an elected member or officer of the Council? | | | | | |
| Confirm Yes or No | | |  | | |
| If Yes, please provide details below as appropriate. | | | | | |
| **Additional Information:** | | | | | |
| **Section 2: About Your Application for a Trainee with the Digital Enhancement Programme** | | | | | |
| **2.1 Please describe how your business and the local economy will benefit from a Digital Strategy**  Explain how you feel your business can benefit from a digital strategy and a traineeship placement  How many additional posts do you feel you would be able to create?  Training and Development of existing staff  Benefits to any other businesses you buy goods and services from | | | | | |
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| **2.2 Have you hosted a trainee, apprentice or work placement in the past? Please give details**  A health and safety check will be required before the placement can commence**.** | | | | | |
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| * **2.3 Please detail what experience and support you will be able to offer the young person undertaking the traineeship.** * offer details of how the placement will benefit the young person, and what they will learn from you * confirm how you will create an apprenticeship placement or job as a result of the project | | | | | |
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| **2.4 What digital activities does your business currently engage in/with?** | | | | | |
| * Please indicate any digital activities you are currently doing in-house e.g. Social Media accounts, SEO and Google Adwords. | | | | | |
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| **2.5** **Please list any social networks that you are listed on.** | | | | | |
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| **2.6 Have you ever used Google Adwords or paid for Search Engine Optimisation services?** | | | | | |
| Yes / No If yes, please tell us your experience of this | | | | | |
| **2.7 Please list three competitors.** | | | | | |
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| **2.8 Are you currently receiving any other funding or financial support? If YES please give details** | | | | | |
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| **2.9 Are you willing to contribute £500 over the six month programme to benefit from a tailored Digital Strategy and trainee placement?** | | | | | |
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| **Section 3: Data Protection and Freedom of Information** | | | | | |
| Data Protection Act  Dijitul and Nottinghamshire County Council will use the information you give us on the application form and supporting documents during assessment and for the life of the programme to administer and analyse progress and for our own research.  We may give copies of this information to individuals, and organisations including training providers, when monitoring programmes and evaluating the way our programmes work and the effect they have. These organisations may include external evaluators and other organisations or groups involved in delivering the project. We may also share information with government departments, and other organisations and individuals with a legitimate interest in applications and skills projects, or for the prevention and detection of fraud or where we are otherwise required to disclose the information by law.  We might use the data you provide for our own research purposes and may publish details of the traineeship placement and the name of the organisation which has benefitted from the placement and in publicity material together with details of the project. We may also use the contact information only to send details of news and events which may be of interest. All information will be stored securely and will only be shared as stated above, with your prior approval of any publicity materials.  Freedom of Information Act  The Council is subject to the requirements of the Freedom of Information Act (“FOIA”) and the Environmental Information Regulations (“EIR”) and if it received a request for information concerning your application it may be required to disclose the information in response to the request. Information disclosed under the FOIA or EIR is publically available. The Council in its absolute discretion must determine whether it will disclose the information that has been requested or whether the information or any part of it is exempt from disclosure.  If information is requested under FOIA or EIR we may release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. | | | | | |
| **Declaration**  Nottinghamshire County Council will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that Nottinghamshire County Council will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.  Section 4: Declaration  We confirm that the organisation named in question 1 of this application form has authorised me to sign this agreement on their behalf and that I hold a senior position within the organisation.  We certify that the information given in this application is true, accurate and adopted or approved by our organisation.  We note that Nottinghamshire County Council reserves the right to withhold or vary the provision of the programme if any information supplied through the application process proves to be inaccurate, misleading or untrue.  We have not altered or deleted the original wording and structure of this application form as it was originally provided or added to it in any way.  We understand and agree that if we give any further information required by you, after submission of this application form, such information will be treated, for the purposes of the project as forming part of this application form.  **I agree to a health and Safety check being carried out before commencement of the placement.**  **We confirm we are not in financial difficulty.** | | | | | |
| Name |  | | | | |
| Position |  | | | | |
| Signed |  | | | | |
| Date |  | | | | |

Please return this form to Dijitul Enterprise, Suite 15 Brunts Business Centre, Samuel Brunts Way, Mansfield, Nottinghamshire. NG18 2AH.  
  
Alternatively you can email your application form to [dave@dijitul.uk](mailto:dave@dijitul.uk)

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