

Register your company vacancies for the Future Jobs Fund by completing the following form.

Alternatively, contact Iain Lockhart to discuss the opportunity & benefits of the Ixion FJF Project.

e: iain.lockhart@ixionholdings.com m: 07545 508260 DD: 01245 241 542

Sequence of events:

1. Organisation fills out this registration form.
2. Future Jobs Fund (FJF) form supplied to Ixion Holdings Limited. All parts must be completed. Make sure contact details are up to date and accurate.
3. Ixion representative rings employer to verify criteria and approve your FJF proforma.
4. Vacancy advertised & matched by Vacancy Manager in local Job Centre Plus
5. Candidate contacts employer for interview
6. Employer confirms candidate offer to Ixion
7. Candidate completes and signs consent forms
8. Ixion liaise with employer & candidate for start date and support plan.

Contact Details:

Iain Lockhart
Ixion Holdings Limited

iain.lockhart@ixionholdings.com
DD: 01245 241542
M: 07545 508260

Criteria:

1. Must be an additional job
2. At least 6 months
3. 25 hours per week minimum
4. Suitable for young people - 18-24
5. Within creative industries & focused on community programmes mainly
6. Must pay minimum wage
7. Person must be unemployed and claiming JSA

Name

Position

Organisation.....

Phone No.....

Email.....

1. Job Title to be created.....

2. Is the job additional? YES/NO

3. In accordance with the Equal Pay Act, if the post merits payment above national minimum wage, please confirm the amount and source of matched funding available (i.e where additional funds will come from)

4. Is the job suitable for long term unemployed young people aged 18-24 on Job Seekers Allowance? YES/ NO

5. Comment on how the work undertaken benefits the local community. Please attach on a separate sheet.

6. Job description & person specification: Maximum 250 words

7. Date job will start

9. As a minimum, do you commit to an exit interview to assess the individual experience and provide them with a reference to capture performance, attendance and any skills learnt?
YES/ NO