

# Training offer for those Unemployed for 6 months: Provider Guidance

## Annex BB - Evidence of Employment

### 1. Employee declaration

I declare that I have been employed by .....  
[enter name of employer] in full-time work of more than 16 hours a week for the  
period from ..... to ..... which is of at  
least four weeks duration and I have supplied the evidence requirements as  
described in 2 below.

Full name .....  
Address .....  
.....  
..... Postcode.....  
Date .....  
Signature .....

### 2. Training provider declaration

I declare that I have seen the following evidence that [enter name of  
employee]..... has been in full-time work of more than  
16 hours a week for the period from<sup>1</sup> ..... to  
..... which is of at least four weeks duration:

- Actual payslips covering 4 weeks in work; and
- A contract of employment relating to the employer named in 1 above.

I declare that the employee named above is continuing training supported under the  
ALR / ER funding streams<sup>2</sup> from ..... [enter date]<sup>3</sup> as follows [enter details  
of qualification and level].....  
with [enter provider details if not as below].....

Full name .....  
Name of college/provider.....  
Address .....  
.....  
..... Postcode.....  
Date .....  
Signature .....

Business stamp

<sup>1</sup> This date must be within 13 weeks of the date of the end of the initial training period supported under this offer.

<sup>2</sup> Delete whichever does not apply

<sup>3</sup> This date must be within 13 weeks of the end of the initial training period.