



European Union  
European Social Fund  
Investing in jobs and skills



**Annex CC**

**Training offer for those Unemployed for 6 months: Provider Guidance  
Evidence of Employment without training**

**1. Employee declaration**

I declare that I have been employed by .....  
[enter name of employer] in full-time work of at least 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. Provider declaration**

I declare that I have seen evidence that [enter name of employee].....  
has been in full-time work of at least 16 hours a week for the period from<sup>1</sup>  
..... to ..... which is of at least four  
weeks duration as follows<sup>2</sup>:

.....  
.....  
.....  
.....  
Full name .....  
Name of 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> This could include either of the following: payslips, contract of employment, signed letter from an employer on company headed paper