

Dear Employer,

**If you could offer work-experience opportunities to young people at **NO COST** to you and with **NO OBLIGATION** to keep them on after, how many would you take?**

We have been contracted under the DWP Future Jobs Fund (FJF) to match new work-experience opportunities with eligible young (18-24) candidates, and to pay all salary and NIC costs for 26 weeks. Obviously we want you to offer candidates a permanent job after the 26 weeks, but there's no actual requirement to do so.

Our particular FJF offer includes FREE pre-screening, in-work mentoring and online training for candidates, as well as comprehensive support for all participating employers. Judging by our FJF results, and the glowing testimonials received from many candidates and employers to date, this has proven to be a very successful combination.

For employers wishing to expand but reluctant to invest in salary and training costs without first proving the worth of the candidates, or where new opportunities exist that would not otherwise be cost-effective to entertain, this is an ideal solution. Employers and candidates benefit, so the whole community benefits.

You start the process by identifying the jobs, we'll do the rest. Our FJF commitment to you includes:

- Understanding your job opportunities and matching to appropriate candidates**
- Creating bespoke online training programmes to suit their work-related training needs**
- Assisting you through pre-interview screening and with on-going support after recruitment.**
- Providing all necessary documentation to make the whole process as easy as possible for you**
- Providing 'in-work' mentors for candidates to make sure they stay on-track.**

In addition, we will be:

- Paying candidate wages at National Minimum Wage for 25hrs per week for 26 weeks, and**
- Paying your employer's National Insurance contributions for the candidate(s).**

All we ask now is that you complete the simple no-obligation form below and fax it back to us on **0844-888-7630** (or you could email the information directly to [b.burden@htcic.org](mailto:b.burden@htcic.org)). This is just to indicate what your requirements may be. Please feel free to contact us if you have any questions. We look forward to hearing from you soon.



Bev Burden  
Head of Learning and Operations

<i>your name</i>	<i>your title</i>
<i>organisation name</i>	<i>phone</i>
<i>address</i>	
<i>your email</i>	<i>postcode</i>

My organisation may possibly be able to offer 6-month placements to  candidates.