

SW&T Access to Employment and Learning Fund Application Form

Please complete all boxes

This form is to be completed by the individual applicant and the applicant sponsor and returned along with any proof of expenditure and returned to: Employment and Skills, West Somerset House, Killick Way, Williton, Taunton TA4 4QA. Or by email to employmentsupport@somersetwestandtaunton.gov.uk. When sending by email, forms must be signed, then scanned or photographed and added as an attachment. If you require support to complete the form please phone 01823 219578 or 01823 219612.

Applicant details						
Name						
Address						
Contact Number						
Age group (please tick)		19-24	25-40	50+		
Email address						
Economic status (please tick)						
		In employment	Under 16 hours	Over 16 hours	Self employed	
		Not in paid employment and looking for work				
		Not in paid employment and not looking for work				
		In part time education				
		In full time education				
		Other (please specify)				
Financial circumstances (please tick)						
		In employment and earning less than £25,000 per annum				
		In receipt of Jobseekers Allowance				
		In receipt of Employment Support Allowance				
		In receipt of other DWP benefit (please specify)				
		Not in receipt of benefits				
Existing qualification level (please tick)						
None	Entry 1	Level 1	Level 2	Level 3	Level 4	Level 5+

Sponsor details (i.e. confirmation form training provider, employer, childcare, childcare provider or volunteer manager)

Name	
Business name	
Address	
Contact number	
Email	

What are you claiming financial assistance for?

To access work	
Name and address of employer	
Contact number of employer	

To access training or learning	
Course title	
Start and end date	
Qualification	
Level	

What will the financial support cover?	Travel*	Work equipment	Work wear	Childcare
Other (please specify)				

Amount of financial assistance requested
 How much money are you requesting? (A total of £9.00 can be claimed per day to cover associated travel costs. Mileage can be claimed at a cost of 25 pence per mile. Total claims must not exceed more than £300 per applicant).
 *If this claim is to cover transport costs then the Access to Employment and Learning Reimbursement Form must also be completed.
PLEASE ENSURE RECEIPTS ARE ATTACHED.

Sponsor use only	
Tick to confirm that other funding to cover these costs is not available through any other source.	
Applicant signature	
Print Name	
Date	
Sponsor signature	
Print name	
Date	