

# Invest in Renfrewshire Graduate Interns for Business

## Application

### 1. Business Detail

<b>Business Name</b>			
<b>Address</b>			<b>Postcode</b>
<b>Telephone</b>			<b>Please describe your main products/services</b>
<b>Mobile</b>			
<b>E-mail</b>			
<b>Website</b>			

### 2. Project Details

Please describe the project the graduate will be working on, listing the main duties and responsibilities.	
<b>Intern Role Title</b>	
Please detail how this project will benefit your business.	
Please state the preferred degree discipline and list the skills which are essential/desirable for the role.	

Please detail what skills and experience the graduate can expect to gain and develop.

### 3. Anticipated start date and length of placement

Please provide a preferred start date and duration of internship (minimum 6 months / maximum 11 months for a minimum of 35 hours per week).

Start Date	Duration

### 4. Financial Assistance

A graduate intern must receive a minimum hourly rate of £8.70.

Invest in Renfrewshire funding\* is available to provide a 70% subsidy, up to a maximum of £5,000, towards the graduate intern's payroll costs.

Please tick this box if you require Invest in Renfrewshire funding.

Please state the number of current employees (including directors) working in the business. This must include workforce worldwide not only at your Renfrewshire base.

Full time	Part time

\* Funding only available to local SME companies who employ 250 employees or less worldwide (full and part time)

### 5. Terms and Conditions

The information provided in the application including supporting documentation is deemed to be accurate and complete and any offer of financial support is made on this basis. If any information is found to be incorrect then any offer of assistance will be withdrawn and any monies that may have been paid in relation to this application may be reclaimed.

The applicant must not have made any commitment to recruitment prior to applying for support.

The applicant agrees to operate in line with current UK and European employment and equality legislation.

### Declaration

I confirm that I have read and understood the terms and conditions applying to the Invest in Renfrewshire Graduate Interns for Business programme and agree to be bound by them.

Name		Signature	
Position		Date	

The applicant will provide, on request, up to date financial information including management accounts and certified/audited annual accounts.

The applicant must not be indebted to the Council in any manner, e.g. business rates arrears.

The applicant will inform the Council if it receives any extra support from the public sector towards the wage costs of the supported jobs other than any support mentioned in this application. The Council may reduce the financial support offered if other public sector money is received.

Financial support will be released by the Council only upon receipt of satisfactory evidence of payment of wages.

The Council's decision on whether or not to offer financial support is final and cannot be appealed against.

Any additional terms specific to the offer of assistance will be detailed in an offer letter from the Council to the applicant.

### 6. How we use the information you have supplied

The information you have supplied will be used in accordance with the Data Protection Act 1998. It will be held by Renfrewshire Council for promoting and evaluating business support services offered by the Council, our approved contractors and other public economic development agencies. It may also be shared with other Council departments to help prevent or detect fraud or crime and to promote efficient delivery of Council services.

Please return this form to:

**Economic Development,  
Renfrewshire Council  
Renfrewshire House,  
Cotton Street,  
Paisley  
PA1 1JD**

Or to [intern@renfrewshire.gov.uk](mailto:intern@renfrewshire.gov.uk)