



Wage Subsidy Scheme (WSS1 EE)

EMPLOYEE APPLICATION

The following conditions apply to recipients of the Wage Subsidy Scheme:

- The employee must have a disability, which results in a productivity shortfall.
- The employee must work for 21 hours or more per week.
- An employee must be provided with a Terms and Conditions of Employment and Job Description (and a person Specification where available) These must be attached to *each* Employee Application.
- The employee will receive the same conditions of employment as other employees. These conditions include PRSI contributions, annual leave and tax deductions and the going rate for the job.

I/We agree to offer employment under the above scheme to the undermentioned person

Name of Employer:

Employer Address:

.....
.....
.....

Employment/Business location address

(if different from employer address)

.....
.....
.....

Employer contact name:

(must be direct line Manager)

.....

Telephone No:

Name of Employee:

PPS Number:

FOR DSP USE ONLY

BUSINESS NO/...../.....

EMPLOYEE
REG NUMBER

PPS NO

EMPLOYMENT/...../.....
START

PROPOSED
FINISH/...../.....
(see employee terms and
conditions for both of the above)

EMPLOYEE
ENTRANT CODE PEP

ESS

NEW

COUNTY CODE

LOCATION CODE
OF EMPLOYMENT

NO HOURS AGREED

WEEKLY SUBSIDY

ESO NO

INPUTTED BY

DATE INPUTTED/...../.....

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Address

.....

.....

.....

Main tasks and estimated proportion of time to be spent on each (e.g. data-inputting 50%). See attached copy of the Terms and Conditions of Employment and job description (and a person specification, if available).

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.....

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Date of commencement of Employment:/...../... **Finish:**/...../.....

Agreed hours of Employment: (per week):
(must be between 21 and 39 hours per week)

Terms and Conditions of Employment and Job Description attached

Signed:
Employer

Date:/...../.....

Signed:
Employee

Date:/...../.....

Freedom of Information

The Freedom of Information Act has been extended to FÁS from February 2001. Under the legislation members of the public have the right to access information and records which FÁS holds. This also includes all information in the possession of FÁS staff from outside third parties as a result of contract or interaction.

Rights of Access

The company shall grant officials of FÁS access to records, financial or otherwise, pertaining to the Wage Subsidy Scheme.

At the request of FÁS, the Company will provide rights of access and inspection to FÁS, its officers and agents, the Comptroller and Auditor General and the European Union Commission to all activities, records, persons and all information which FÁS may reasonably require to verify compliance by the Company with the terms and conditions of this Agreement.

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FOR FÁS USE ONLY

Following discussion with FÁS Employment Services Officer, the applicant employer and employee concur that the agreed productivity level is 80% or less with an hourly rate of €5.30.

Recommended: Date:/...../.....
Employment Services Officer

Authorised: Date:/...../.....
Employment Services Manager/ Assistant Manager