

Official – Personal

Customer ID No (CMS ID):

**WHP\_JETS 104**

**Employment Confirmation Consent**

Seetec Pluss is working with Jobcentre Plus programme Participants on behalf of the Department for Work and Pensions (DWP) to help these Participants to increase their skills to help them find and keep work.

To help us confirm your employment, Seetec Pluss and your future employers need your consent to share information about you as follows:

**Stage 1:** Seetec Pluss will give your name and national insurance number to your future employer.

**Stage 2:** Your employer will use your name and national insurance number to identify you, so that they can confirm to Seetec Pluss some or all of the following information:

- The date you began each period of your employment;
- whether your employment is continuing;
- if not continuing, the date each period of your employment ended;
- whether you were employed during a specific period;
- the number of hours you worked each week;
- the amount of your earnings each week;
- your employee number or other unique identifier. This information can only be provided where company payroll/structures exist, and therefore if no payroll numbers or detail is present, this information cannot be supplied.

If you do not give consent, this will not affect your entitlement to participate in the programme, or any job offer or employment obtained. You can write to Seetec Pluss at any time to withdraw your consent and this will not affect your placement on the programme or any employment or offer of employment made.

*The Work and Health Programme Job Entry Targeted Support is co-financed by the European Social Fund.*

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Participant name..... (Please print name in full)

I give consent for Seetec Pluss and my future employer to share information as described in stages 1 and 2 above.

I confirm that:

I have read the information above and understand why this information sharing is needed and how this information will be used.

I understand that:

If I am in receipt of any benefits, my entitlement to these benefits will not depend on whether I choose to give consent or not. My placement on any programme with Seetec Pluss and any employment or future offer of employment will not depend on whether I choose to give consent or not.

I can withdraw my consent at any time by writing to Seetec Pluss.

Please tick box as appropriate: Accept  Decline

Signature .....

Date.....

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