

Get started with Kickstart at REED

- Complete the simple enquiry [form](#) to register your Kickstart vacancy
- Please don't miss out any details as this may delay your application
- REED will advise you of any required changes in your application if your request doesn't meet the requirements
- REED will submit an application to DWP on your behalf

The Application process

- This may take up to 4 weeks to process whilst DWP complete company checks and due diligence
- REED will notify you when your application is approved and your vacancies are registered with the Job Centre Plus (JCP)
- JCP will match vacancies with eligible candidates registered on their database, candidates will be recommended to apply direct to you
- You decide whether to interview your candidates and who you wish to hire, at the same time checking with the candidate that they have been referred by their JCP work coach

The Offer

- When you are ready to offer, you must inform REED at Kickstart.query@reed.com and you will be asked to complete the DWP new starter form
- On receipt of your completed new starter form, REED will cross reference the candidate details with the JCP database to ensure the candidate is genuine
- REED will send you an account registration form so they can set up your Kickstarter and manage grant payments. Return the completed account registration form to Kickstarter.query@reed.com
- As you are the employer, make sure you set up your Kickstarter on your payroll!

Your Kickstarter's first day

- To ensure you receive funding, you must confirm to REED that your Kickstarter has arrived on Day 1
- We will then send you and your Kickstarter the Employability Skills training login details – please make sure they can login successfully
- REED notify DWP of your new starter which will trigger the request for funding
- Induct and orientate your Kickstarter as you would for any of your employees

Your Kickstarter's first month

- REED will receive the start-up grant and will pay the agreed amount into the bank account via the details you have provided
- Pay your Kickstarter on your payroll run – remember that they must work a minimum of 25 hours per week
- Our Learning Mentors will make contact to check whether your Kickstarter requires any support with their Employability Skills training

Month 2 onwards

- Following the first salary payment to your Kickstarter, REED receive the first wage grant on or around week 6 of their placement
- REED reimburse you 25 hours per week at National Minimum Wage, plus employer NI contributions
- Thereafter, Payments will be made each month in arrears

Months 3-6

- We will maintain regular contact with your Kickstarter to support their training
- You will continue to receive your wage grant from REED each month
- You must tell REED if, for any reason, your Kickstarter leaves before the end of the six month scheme by emailing Kickstart.query@reed.com
- REED will ensure that your Kickstarter is registered on our job site and if required, will receive direct support in their ongoing job search
- Prior to the end of the scheme, decide whether you will hire your Kickstarter and/or request a new Kickstarter with REED