



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

- The employee must have a disability which results in a productivity shortfall of at least 20%.
- The employee must work for 15 hours or more per week.
- The employee must be provided with a signed Contract of Employment setting out the terms and conditions of employment and a Job Description (and a Person Specification if available). These must be attached to *each* Employee Application.
- The employee will be employed under the same conditions of employment as other employees, as regards PRSI (Class A), PAYE, leave and being paid the going rate for the job.

Organisation / Employer Registered Number (PAYE number):	
Employer Name:	
Employer Address: (including County & Eircode)	
Employer Email Address: (email to which Remittances will issue)	
Employer Contact Name:	
Employer Contact Address: (including County & Eircode)	
Employer Contact Telephone Number:	



Workplace Name:	
Workplace Address: (that is, physical location of workplace) (including County & Eircode)	
Workplace Email Address: (email to which Wage Subsidy Requests will issue)	
Workplace Contact Name: (Must be direct/line manager)	
Workplace Contact Address: (including County & Eircode)	
Workplace Contact Telephone Number:	

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

Employee PPS Number:	
Employee Name:	
Employee Address: (including County & Eircode)	
Employee Contact Telephone Number:	
Employee Email Address:	
Date of commencement of employment: (dd/mm/yyyy)	
Proposed finish date: (dd/mm/yyyy)	
Agreed Hours of employment per week: (must be between 15 and 39 hrs per week)	



Signed Contract of Employment attached:

Job Description (and Person Specification if available) attached:

Productivity Level Report form attached:

I certify that I agree that the above-named employee's productivity shortfall is/will be as stated in the Productivity Level Report form and that the employee's terms and conditions of employment are in line with the minimum wage requirements and other statutory employment provisions.

Signed: _____ Date: ____/____/____
Employer

Signed: _____ Date: ____/____/____
Employee

Data Protection

The Department of Social Protection administers Ireland's social protection system. The Department requires customers to provide certain personal data in order to determine eligibility for relevant payments and/or benefits. A customer's personal data may be exchanged with other Government Departments in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use a customer's personal data as well as information regarding their rights as a data subject are available at <https://www.gov.ie/en/organisation-information/9028df-data-protection-in-the-department-of-employment-affairs-and-social-p/>. Details of this policy are also available in hard copy upon request.

Freedom of Information Act, 2014 (FOI)

The DSP undertakes to use its best endeavours to hold confidential any information provided by companies (correspondence/forms/tenders, etc.), subject to the DSP's obligations under law, including the Freedom of Information Act, 2014. Should a company wish that any of the information it supplied not be disclosed because of its sensitivity, the company should, when providing the information, identify the same and specify the reasons for its sensitivity. The DSP will consult with the company's representative about this sensitive information before making a decision on any FOI request received. Please note, however, that if no information is identified as sensitive, with supporting reasons, then it can potentially be released in response to a FOI request.

Rights of Access

An employer shall grant officials of DSP access to records, financial or otherwise, pertaining to the Wage Subsidy Scheme. At the request of DSP, the employer will provide rights of access and inspection to DSP, its officers and agents and the Comptroller and Auditor General to all activities, records, persons and information which DSP may reasonably require to verify compliance by the Company with the terms and conditions agreed in relation to the Scheme.

All records, both manual and electronic, relating to funding provided under the Wage Subsidy Scheme must be retained for as long as the wage subsidy is in payment and for six years after, and must be available for inspection.

Welfare Partners is the external website available to Wage Subsidy Scheme employers.. I understand that my employer must use WelfarePartners.ie to electronically submit wage subsidy funding requests in respect of me. These will include the detail of hours I have worked and gross wages I have been paid in a specific four week period/cycle.



Payment of WSS may be suspended or stopped if the employer does not agree to any reasonable request from an officer or agent of the DSP to access any records they hold pertaining to WSS.

FOR DSP USE ONLY

Recommended: _____ Date: ____/____/____
Case Officer

Approved: _____ Date: ____/____/____
Assistant Principal

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EMPLOYER REG No: _____

WAGE SUBSIDY APPROVED FROM: ____/____/____

EMPLOYMENT START DATE: ____/____/____

EMPLOYMENT FINISH DATE: ____/____/____

ENTRANT STATUS:

NEW:

TRANSFER WITHIN WSS:

NO HOURS AGREED: _____

Case Officer: _____

DSP Office: _____

INPUTTED BY: _____

DATE INPUTTED: ____/____/____

FOR DSP USE ONLY

DATE APPLICATION RECEIVED:
(STAMP)