

## Step Host Application Form

This application form is for Isle of Man based businesses, Government Departments or third sector organisations interested in having a Step student work on a project within their organisation.

The Step Programme is administered on the Isle of Man by the Isle of Man Government's Department for Enterprise.

Application forms should be returned to:

Step Programme, Enterprise Support, Department for Enterprise, 1<sup>st</sup> Floor, St Georges Court, Upper Church Street, Douglas, Isle of Man, IM1 1EX.

Or by emailing a scanned copy to [StepScheme.DfE@gov.im](mailto:StepScheme.DfE@gov.im)

### General Information

Registered name of organisation/charity:	
If a registered charity please detail your Reg. Charity number:	
Address of organisation/charity:	
Address at which undergraduate will be based at (if different from above):	
Email Address:	Contact Number:
Principal activity of organisation (product/services offered):	
Number of employees:	
How did you hear about Step?	

## Project Information

Please describe the project you wish your Step student to undertake:

What do you hope to be the outcome of this project?

Who will take responsibility for the undergraduate for the duration of the project?

Name:

Position:

Contact number:

Email address:

Your student will be studying for a degree. What subjects/courses do you think might be most relevant?

Please list skills required by the student in order to undertake the proposed project:

Please state the particular benefits that the undergraduate might gain through working in your organisation:

Will your Step student require a valid driving license? If YES, please detail why.

### Declaration

I confirm that we can offer an undergraduate project-based work and that our organisation has public and employee liability insurance which would cover a student for the duration of the project.

I/We understand and permit that the information I/We provide will be used by the Isle of Man Department for Enterprise in accordance with the Data Protection Act 2018 for the purposes of administration, research, analysis and to inform me/us of relevant marketing information. To view a copy of the Department's Privacy Notice head to: <https://www.iomdfenterprise.im/policy/privacy-policy>. The Department will not share my details with third parties without firstly seeking my permission.

I agree to undertake a Survey Monkey questionnaire at the completion of the project and to comply with request from the Department for Enterprise for information to help aid the future promotion and marketing of the Step Programme.

I would like to sign up to receive the Department for Enterprise's newsletter and receive information regarding the schemes, news & events, and businesses the Department has supported by email.

**Signature:**

**Print Name:**

**Position:**

**Date:**

**Telephone:**

**Email:**