



**Part 2****Skill Seeker or Youth Training Trainee Details**

Your full name ..... Your date of birth .....

Your address ..... Postcode .....

Your employer's name .....

Your employer's address .....

**Please sign the authorisation below, so your employer can complete Part 3.**

I authorise my employer to give the information requested below.

Signed ..... Date .....

**Part 3****Employment details**

The person named above claims to be serving as a skill seeker or youth training trainee with you. Please answer the following questions and then return this form to the skill seeker or youth training trainee.

Details of the qualifications or course that the person is undertaking .....

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The date that the training course commenced .....

The date that the training course is due to be completed .....

The normal weekly gross salary or allowance received .....

Signed .....

**Official Stamp**

Position .....

Date .....

Please state a contact name and telephone number should we require further information.

Name ..... Telephone No. ....

**Part 4****Declaration By Applicant**

I declare that the information on this application is true and correct. The Council will verify information on this form with other sources as allowed by law. I undertake to inform you of any change in circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature ..... Date .....

Print Name ..... Telephone No. ....

Email ..... Mobile No. ....

**Any information you provide will be used and retained on computer by the Authority, in accordance with the Data Protection Act 1998.**Please return this form to: **The Moray Council, Revenues Section, High Street, Elgin, IV30 1BX.**

If you wish further information regarding this form or any other Council Tax query, please contact us by:

Telephone: **01343 563456** Email: **revenues@moray.gov.uk** Visit our website: **www.moray.gov.uk**