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| **PLACEMENT DETAILS** |

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| --- | --- |
| **Job Vacancy Reference Number** |  |
| **Employer Name** |  |
| **Job Placement Title** |  |
| **Referral Agent Name** |  |

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| --- | --- |
| **PERSONAL DETAILS** | |
| **Full Name** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Date of Birth** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Do you have access to digital equipment? i.e. for interview purposes** |  |
| **Is your bank account in your own name?** |  |

**Applicant Eligibility**

All applicants must be Glasgow residents, aged16+, be unemployed and not in education or training who would, without significant investment, struggle to secure/sustain employment **AND** who have **one or more** of the additional barriers listed below.

**Please complete the following:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Current employment Status** (please tick one) | | | | | | | |
| **Confirm length of time out of work** | | | | | | | |
| **Less than 6 months** |  | **6 months – 2years** |  | **Over 2 years** |  | **never been employed** |  |

**Additional barriers to employment – tick all that apply**

|  |  |  |  |
| --- | --- | --- | --- |
| Disabled, +/or D/deaf person (includes those experiencing mental health issues and those who have an impairment or long-term health condition) | | |  |
| People from Ethnic Minority backgrounds and racial groups | | |  |
| Person living in the 15% most employment deprived SIMD geographies | | |  |
| Homeless person (including temporary or unstable accommodation) | | |  |
| Living in a household with children in poverty | | |  |
| Person living in an area defined as “rural area” or “very remote rural | | |  |
| Primary Carer |  | Gypsy/travelling community |  |
| Person with a conviction (including CPO’s) |  | Refugee or other granted leave to stay in the UK |  |
| Person aged over 50 years |  | Lone parent |  |
| Living in a jobless household |  | Person affected by substance misuse |  |

**All applicants**

**Please complete ALL sections**

WORK EXPERIENCE (start with the most recent first)

|  |  |  |
| --- | --- | --- |
| Employer/Placement provider Incl. Volunteering | Job Title and main duties | Reason for leaving |
|  |  |  |
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| **WHY HAVE YOU APPLIED FOR THIS POSITION?** |
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**Key things to consider in your answer:**

1. Why are you interested in this job placement?

2. Why do you think you would be good at the work placement?

3. What do you know about the work placement and what is involved?

4. What do you know about the company you are applying too? If nothing, please do some research!

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| **SKILLS AND QUALITIES YOU HAVE THAT YOU FEEL WOULD BE SUITED TO THE ROLE** |
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**Key things to consider in your answer:**

1. What key skills and qualities do you have, which are relevant to the work placement you are applying for?

2. Look at the job description and think about what you need to be good at, to do the work placement.

3. Give examples of things you have done or studied that show your skills and qualities, which match the work  
 placement you are applying for.

4. Some examples of skills and qualities are: team work, organisation, customer service, communication, IT literate,   
 time management and problem solving, honesty, kindness, good work ethic, loyalty, trustworthiness, responsibility   
 and reliability

EDUCATION AND TRAINING (start with most recent first)

|  |  |
| --- | --- |
| School/College/Training Provider attended | Qualification (s) achieved or training course details |
|  |  |
|  |  |
|  |  |

1. Confirm what subjects and if a National/Higher/Degree Level
2. Confirm schools / institution that these were achieved
3. Enter the year you achieved this qualification
4. Confirm any other certified training

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| **ADDITIONAL INFORMATION YOU FEEL RELEVANT TO THE ROLE** |
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**Key things to consider in your answer:**

1. Any other information you may wish to be considered in your application that is relevant to the work placement.

2. What are your hobbies and interests: are you a member of any clubs/groups/teams?

3. Mention any additional or informal work experience including work placements and voluntary work.

4. Some roles require a driving licence, so you could mention if you have one or are currently taking lessons.

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| **DECLARATION** | |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge.  If successful in gaining a work placement…  I confirm that the teams from Glasgow Chamber of Commerce and GCVS can contact me and share my details with a prospective employer as well as with the approved employability support and certified training providers to access the funded in-work and training support as well as guidance regarding sustainment or progression.  I confirm that to register for Paid Work Placements I must provide proof of address, identification, and proof of right to work in the UK at the point of registration.  I confirm that the information held on file regarding my personal circumstances and eligibility is up to date and accurate and can be transferred, as required, to the appropriate Management Information Systems.  I confirm that I am aware that this work placement programme is funded by Glasgow City Council, Scottish Government and UK Government. The programme is being delivered by GCVS in partnership with Glasgow Chamber of Commerce, Enable, Move On and Cemvo Scotland.  I am aware that this information may be used by Glasgow Chamber of Commerce, GCVS, Glasgow City Council or their representatives to contact me at a later date regarding the support I have received. | |
| Signature |  |
| Date: |  |

**Please forward your application form to** [**workplacements@glasgowchamberofcommerce.com**](mailto:workplacements@glasgowchamberofcommerce.com)