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| **PLACEMENT DETAILS** |

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| **Job Vacancy Reference Number** |  |
| **Job Placement Title** |  |
| **Referral Agent Name** |  |
| **Young Person Reference Number (For office use only)** |  |

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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?** |  |
| **School leaving date** |  |

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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 job placement?

3. What do you know about the job 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 job placement you are applying for?

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

3. Give examples of things you have done or studied that show your skills and qualities, which match the job   
 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

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| **QUALIFICATIONS**  **Please list all certified training and qualifications (e.g National 4, CSCS, Food Hygiene)** |
| |  |  |  |  | | --- | --- | --- | --- | | **Subject** | **Qualification Type** | **Where did this take place? (i.e school)** | **Date achieved** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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 job 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 job placement…  I confirm that I am not eligible for or in receipt of Universal Credit.  I confirm that Step up Glasgow team can contact me and can share my details with a prospective employer as well as with the approved employability support and certified training providers in order to access the funded in-work and training support as well as guidance regarding sustainment or progression.  I confirm that in order to be register for Step Up Glasgow I must provide proof of address, identification and proof of right to work in the UK at the point of registration.  I confirm that I am aware that, should I be successful in securing employment, the support I am receiving is part funded through Young Person’s Guarantee.  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 am aware that this information may be used by Step Up Glasgow, Glasgow City Council and the Scottish Government or their representatives to contact me at a later date regarding the support I have received. | |
| Signature |  |
| Date: |  |