



**EMPLOYMENT SUPPORT
TEAM**

Work Skills Course



For Office Use Only

Date Received:

Personal Details:

Title: Date of Birth:

First Name(s):

Surname:

National Insurance Number:

SWIFT Number:

Address:

Post Code:

Telephone No: Mobile No:

Email:

Living Situation:
(Support agency name as required)

Other Day Opportunity Services:
(specify)

Physical Disability
(Please specify)

Education

Please give the names and addresses of the last 2 educational establishments you have attended

From	To	Name/Address	Part time /Full time

Please give your academic qualifications / training certification

Year	Subject	Level	Grade if applicable

Please give all voluntary /work experience and /or employment details

Dates	Previous work experience/ Employment	Comments

Form completed by:

Designation:

Application Requirements:

- Commitment to attend 8 x ½ Day Employability Training sessions
- Aim to progress into paid employment with support of the Employment Support Team.
- Should I not be assessed as job ready my file will be closed and I will be signposted to an alternative and appropriate service

I agree with this Application and above requirements:

Date:

Please return completed form to:

Employment Support Team, 41d St Catherine's Road, Perth PH1 5SJ (Tel: 477638)

Data Protection Statement

HOW WE USE YOUR PERSONAL INFORMATION

- The information provided by you will be used by Perth & Kinross Council to assist in the development and planning of services to meet your personal outcomes. These personal outcomes will be related to day opportunities, supported living, and employment support services.
- The information will not be disclosed to third parties / The information may be shared with NHS and other care partner agencies in the development and planning of services.
- The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.