



Application Form

Welcome! We are really pleased you are interested in the Get Set project.

The opportunities available through Get Set are unique and exciting because they are tailored to the individual's needs, aspirations and skills. We use specialist mentors to support, encourage and develop each participant.

Please complete the following sections as fully as you can. The information provided will help us to offer you the best experience for you. If you would like help with completing this application, please phone Savita at the Get Set Team on **0116 305 0603** or email **Savita.Vaid@leics.gov.uk**.

Personal Details

Title Mr Miss Mrs Ms

First Name

Surname

Address

Postcode

Email

Telephone

Mobile

Date of Birth

Which of the following best describes your current situation?

- Not engaged in education, employment or training
 - Unemployed but looking for work
 - Employed part-time but want to change jobs
 - Employed full-time but want to change jobs
 - Self employed but want to diversify
 - School leaver
 - Attend college
 - Attend university
 - Recently graduated
 - Other, please specify
-

Are you in receipt of benefits?

Yes No If yes, please specify which one (JSA / IS / ESA, etc)

Education / Training history

Qualification	Date gained	Obtained at	Grades

Have you ever volunteered before?

Yes No If yes, please give details

Work experience history

Job role	Outline of duties	Dates	Company / Employer

Please use this space to tell us about your strengths, hobbies and interests

What are your career aspirations at present (if known)?

What area of work would you be interested in? (Tick as many that apply)

- | | |
|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Marketing / Media |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Museums / Heritage |
| <input type="checkbox"/> Legal | <input type="checkbox"/> HR |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Social care |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Cooking / Catering |
| <input type="checkbox"/> ICT | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Leisure Services | <input type="checkbox"/> Building maintenance / Construction |
| <input type="checkbox"/> Libraries | <input type="checkbox"/> Other (please specify below) |

What do you hope to gain from taking part in Get Set? (Tick as many that apply)

- | | |
|--|---|
| <input type="checkbox"/> 'Real' work experience | <input type="checkbox"/> Interview skills |
| <input type="checkbox"/> Learning from skilled professionals | <input type="checkbox"/> Learn new employability skills |
| <input type="checkbox"/> Support with building CV | <input type="checkbox"/> Build confidence |
| <input type="checkbox"/> Support with writing covering letters | <input type="checkbox"/> Become more independent |
| <input type="checkbox"/> Application form practice | |

Our opportunities require at least one day per week for 3-6 months, can you commit to this?

Yes

No

Are there any dates you cannot commit to? If so, please provide details:

Do you agree to undertake separate work readiness / pre-employability skills training as part of this project?

Yes No

Do you agree to occasionally being photographed / videoed as part of Get Set for promotional and marketing purposes?

Yes No

Get Set has a policy to involve ex-offenders in their project (this can be viewed at www.leics.gov.uk/getset). A criminal record will not automatically exclude you from being offered a Get Set work experience placement and we will endeavour to support you into the most suitable placement in line with your needs / strengths.

Do you have any cautions or convictions, spent, unspent or pending?

Yes No

If yes, please provide the following:

Offence	Date	Outcome	Current situation (spent, unspent, pending)

Where did you find out about Get Set?

- I was referred by my support worker
- Word of mouth
- Friends and family
- Flyers / Posters
- Media (newspaper / radio)
- School / College / University
- Jobcentre Plus
- Social networking (Twitter / Facebook, please specify site)
- Internet (please specify site)
- Other (please specify)

Please provide us with the details of the first person we would need to contact in the event of an emergency

Name

Address

Postcode

Tel no (home / work)

Relationship to you

It is important that any changes to this information are reported to the Get Set team as soon as possible.

References

Please note that all such information is kept strictly confidential.

Please could you give the names and addresses of two people (other than a spouse or relative) to whom we could apply for a personal reference?

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Postode:	Postode:
Tel:	Tel:
In what capacity do you know them?	In what capacity do you know them?

Is there any other information you would like us to know?

DECLARATION

I give permission to the Get Set Team to speak to relevant agencies to gain confidential information that is relevant to me attaining a placement and training and that this information may be shared with the company / organisations involved in the programme.

Signed

Date

Data Protection
Personal data supplied on this form will be held by Get Set in accordance with the Data Protection Act 1998. Data will be held securely and confidentially and only accessed by authorised project staff.

**Thank you for the application. Please return to:-
Get Set Team,
Snibston, Ashby Road, Coalville, LE67 3LN
Email: getset@leics.gov.uk
Tel: 0116 305 0603**