Graphical user interface, application, Word

Description automatically generatedLogo, company name

Description automatically generatedGraphical user interface, text, application, chat or text message

Description automatically generated

**NOLB Work Placement (25+) Application Form**

Please contact your Work Coach or Employability Key Worker should you require assistance in completing this application. Alternatively, please email [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk)

All applications should be sent to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk).

**Placement Details**

|  |  |
| --- | --- |
| **Placement Applied For** |  |
| **Placement Provider (Employer)** |  |
| **Location of Role** |  |

**Eligibility**

I confirm I have the right to work and live in the UK

I confirm I have been unemployed for 12 months or more

I confirm I am aged 25+

I confirm I am not currently in education, training or employment

I confirm I live in Dumfries & Galloway

|  |  |
| --- | --- |
| **Name of Work Coach (if applicable)** |  |
| **Name of Key Worker (if applicable)** |  |

**Your Details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Email Address** |  |
| **Home Address** |  |
| **Post Code** |  |
| **Home Phone Number** |  |
| **Mobile Number** |  |

Do you hold a full UK Driving License? Yes  No

Do you hold a current PVG? Yes  No

|  |  |
| --- | --- |
| **How did you hear about this vacancy?** |  |

**Your Interest**

|  |
| --- |
| Please use the space below to tell us why you are interested in this role. Here you can mention relevant skills, qualities, hobbies, interests and achievements. |
|  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date | End Date | Employer | Job Title / Main Duties |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Training & Qualifications**

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| --- |
| Please use the space below to tell us about any specific training or qualifications you have completed. |
|  |

**Referees**

Please give the names and contact details of **at least one** person who can provide a reference on your behalf. Referees should not be family members.

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 1 Name |  | Email |  |
| Contact Number |  | Relationship |  |
|  |  |  |  |
| Referee 2 Name |  | Email |  |
| Contact Number |  | Relationship |  |

**Disability & Reasonable Adjustment**

If you wish to disclose the information, we will guarantee you an interview if you are disabled and meet the minimum criteria for the role.

Do you consider yourself to be a person with a disability? Yes  No

Do you require any adjustments to be made for interview? Yes  No

|  |
| --- |
| Please advise of any adjustments required. |
|  |

**Your Privacy**

The information you supply will be processed in accordance with the provisions of the Data Protection Act 1998 (the Act) and will be used solely for the purposes of recruitment and personnel administration. You can read [Dumfries & Galloway Councils Privacy Statement](https://www.dumgal.gov.uk/privacy) to learn about how we handle your personal information.

By submitting this application, you give consent to the information being shared with the relevant partners, such as the Placement Provider (Employer), for the sole purpose of completing the recruitment process.

**How to Apply**

Please complete and email a copy of your application to [DGemployability@dumgal.gov.uk](mailto:DGemployability@dumgal.gov.uk) **before the advertised Closing Date** of the role applied for. You may also attach a copy of your CV in support of your application, should you wish to do so. Please consult your Work Coach or Employability Key Worker should you require advice or support in completing this application.