

REDEPLOYMENT EMPLOYEE PROFILE FORM NLC4 AND BELOW

This registration form will assist the Redeployment Co-Ordinator in identifying potential matches to vacancies arising through your period of redeployment. It is therefore important for you to put in as much information as possible. This form should be completed in conjunction with your current line manager.

The form will be supplied to Hiring Managers as required.

SECTION 1: Personal Details

Surname:

Title:

First Name(s):

Job Title:

Grade & Salary/Wage:

Service:

Location:

Tel No:

Email:

Employee Number:

Contract end date:
(if temporary or under redundancy notice)

SECTION 2: Working Pattern

Pattern of working: Please indicate the days and hours that you currently work:

Full-time
work

Part-Time

Job Share

Shift-

Mon

Tues

Wed

Thurs

Fri

Sat

Sun

B – Skills, Knowledge and Competencies

Using bullet points, please address each of the areas below with regard to any experience or skills you have gained either within paid employment, the home or within the voluntary sector such as youth work or similar organisations. If necessary continue on a separate sheet.

Specialist activities (Negotiation, budget preparation, website design, time management, training etc)

Customer Service

Planning & organising (events, meetings, travel, conferences, project management etc)

Finance & Resource Management

Internal and External Liaison

People Management (supervisory, management experience, appraisals, mentoring etc)

Knowledge, Skills and Experience (PC skills/packages, shorthand, Admin etc)

C – Any other areas of knowledge, experience or relevant information

D – Would you consider a change of career? If yes, please state the types of post you would be interested in.

E – Qualifications/Training that you are able/interested to undertake

F – Personal Skills/Qualities

Please use this section to discuss what personal qualities/life skills/life experiences you have which are relevant to the roles you are interested in:

G – Any additional information

G - Disability/Health

To attend interview –

Do you require any aids, adjustments or other arrangements to be in place to enable you to attend an interview?

Yes No

If Yes please provide details of your requirements

To carry out a job –

Do you require any aids, adjustments to support you in the workplace?

Yes No

If Yes please provide details of your requirements

SECTION 4: Consent for inclusion on the Redeployment list

I confirm that I wish to be considered for redeployment and am aware that the details of this form and any other relevant information I provide will be shared with hiring managers. North Lanarkshire Council is committed to protecting the privacy and security of your personal information. You can access the Council's privacy [notice](#) which describes how we collect and use personal information about you during and after your working relationship with us. This can be issued to you by post if you are unable to access the link if this is the case please contact the Employee Service Centre on 01698 403151.

Signature.....Date.....