

## REDEPLOYMENT EMPLOYEE PROFILE FORM NLC 5 AND ABOVE

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.

Title:

The form will be supplied to Hiring Managers as required.

**SECTION 1: Personal Details** 

Surname:

First Name(s	5):					
Job Title:						
Grade & Sala	ary/Wage:					
Service:						
Location:						
Tel No:				Eı	mail:	
Employee N	umber:					
Contract end		edundancy not	ice)			
SECTION 2	Working [	Pottorn				
SECTION 2: Working Pattern						
Pattern of wo	orking: Plea	ise indicate the	e days and hou	rs that you c	urrently wor	K:
Full-time work		Part-Time	Joh	Share		Shift-
Mon	Tues	Wed	Thurs	Fri	Sat	Sun





Please	e indicate if you we	ould prefer/be	prepared to	hange the ab	ove current worl	k pattern
If yes	please state below	w any restriction	ons you would	I place on futu	ire working patte	erns

Details of any other arrangements agreed in addition to standard terms and conditions of appointment. If agreed under the Council's Smarter Working Policy, please include any relevant information:

## **SECTION 3: EDUCATION & TRAINING**

A - Qualifications	Details of each qualification
Eg. SCQF Levels 4/5, O	
grade/Standard Grade's	
SCQF Levels 6/7	
Higher/Advanced Higher or	
Equivalent	
Degree (eg BSc, BA, MSc, MA)	
Professional qualification(s)	
Vocational qualifications(s)	
(HND, RSA etc)	
Membership of Professional	
Body	
Body	
Other (including PVG	
registration if applicable)	





## 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.

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





Y
Internal and External Liaison
Decade Menonent (comparison of comparison of
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:





	V
G – Any additional information	
H - Disability/Health	
To attend interview –	
Do you require any aids, adjustments or other arrangements to be attend an interview?	e in place to enable you to
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 workp	lace?
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.....

