



Funded by
UK Government



 Paid Work Placements
Glasgow



Scottish Government
Riaghaltas na h-Alba
gov.scot

Glasgow
Futures

APPLICATION FORM – PAID PLACEMENT DETAILS	
Job Vacancy Reference Number (You will find this at the top of the job advert)	
Employer Name	
Job Placement Title	
REFERRAL AGENT DETAILS	
How did you hear about this opportunity?	
Employability support/key worker (Organisation who is currently supporting you to look for employment – You must be receiving support to apply)	
Name of advisor/key worker	
Email address	
Phone Number	

PERSONAL DETAILS	
Full Name:	
Address:	
Post Code:	
Date of Birth:	
National Insurance Number:	
Phone Number:	
Email Address:	
Do you have access to digital equipment? i.e. for interview purposes	
Is your bank account in your own name?	

Applicant Eligibility

The programme is open to residents within Glasgow City boundary aged 16 to pensionable age who are not currently working, in education or training but are eligible to work in the UK. Participants **must be ready for work** but have barriers to employment that make it difficult for them to secure a job independently.

Evidence of eligibility to work in the UK and proof of address will be required at time of application,

Please complete the following – please note that this information is required, and the form will not be accepted without this.

Current employment Status (please tick one)							
Confirm length of time out of work							
Less than 6 months		6 months – 2years		Over 2 years		never been employed	

Are you currently attending college or university. If answered yes, we are unable to process your application.			
Yes		No	

Are you currently in receipt of any benefits such as Universal Credit?			
Yes		No	
Please provide details of benefits or income you receive			

Barriers to employment – tick all that apply

Disabled, +/or D/deaf person (includes those experiencing mental health issues and those who have an impairment or long-term health condition)	
People from Ethnic Minority backgrounds and racial groups	
Lone parent	
Homeless person (including temporary or unstable accommodation)	
Refugee or other granted leave to stay in the UK	
Gypsy/travelling community	
Primary Carer	
Care experienced	
Person with a conviction (including CPO's)	
Person aged over 50 years	
No or limited work experience	
Another barrier not listed above. Please give details	

Support needs

Thinking of the barriers you have indicated, please tell us how we can support you if you are successful in getting a paid work placement.

If you have indicated that you have a disability, please let us know if you wish your disability to be declared to the employer at the selection process stage.

Declare my disability	yes	no
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If yes, provide details of your disability

The aim of the PWP Programme is to create placement jobs for participants who are ready for work but have barriers to employment that make it difficult for them to secure a job independently. Therefore, for employers to be able to support the candidates from early stage, they need to have knowledge of the barriers and any reasonable adjustment requirements that may be needed. Please note that the information provided above regarding barriers will only be shared with employers if you are selected for interview. Please indicate your acceptance of sharing your eligibility information if selected for interview

I agree to my eligibility information provided by me being shared with employers if I am selected for interview. (please tick box) ☐

All applicants**Please complete ALL sections**

WORK EXPERIENCE (start with the most recent first)

Employer/Placement provider Incl. Volunteering	Job Title and main duties	Reason for leaving

WHY HAVE YOU APPLIED FOR THIS POSITION?

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Key things to consider in your answer:

1. Why are you interested in this job placement?
2. Why do you think you would be good at the work placement?
3. What do you know about the work placement and what is involved?
4. What do you know about the company you are applying too? If nothing, please do some research!

SKILLS AND QUALITIES YOU HAVE THAT YOU FEEL WOULD BE SUITED TO THE ROLE

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Key things to consider in your answer:

- 1. What key skills and qualities do you have, which are relevant to the work placement you are applying for?
- 2. Look at the job description and think about what you need to be good at, to do the work placement.
- 3. Give examples of things you have done or studied that show your skills and qualities, which match the work placement you are applying for.
- 4. Some examples of skills and qualities are: team work, organisation, customer service, communication, IT literate, time management and problem solving, honesty, kindness, good work ethic, loyalty, trustworthiness, responsibility and reliability

EDUCATION AND TRAINING (start with most recent first)

School/College/Training Provider attended	Qualification (s) achieved or training course details

- 1. Confirm what subjects and if a National/Higher/Degree Level
- 2. Confirm schools / institution that these were achieved
- 3. Enter the year you achieved this qualification
- 4. Confirm any other certified training

ADDITIONAL INFORMATION YOU FEEL RELEVANT TO THE ROLE

Key things to consider in your answer:

- 1. Any other information you may wish to be considered in your application that is relevant to the work placement.
- 2. What are your hobbies and interests: are you a member of any clubs/groups/teams?
- 3. Mention any additional or informal work experience including work placements and voluntary work.
- 4. Some roles require a driving licence, so you could mention if you have one or are currently taking lessons.

DECLARATION

I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge.

If successful in gaining a work placement...

I confirm that the teams from Glasgow Chamber of Commerce and GCVS can contact me and share my details with a prospective employer as well as with the approved employability support and certified training providers to access the funded in-work and training support as well as guidance regarding sustainment or progression.

I confirm that to register for Paid Work Placements I must provide proof of address, identification, and proof of right to work in the UK at the point of registration.

I confirm that the information held on file regarding my personal circumstances and eligibility is up to date and accurate and can be transferred, as required, to the appropriate Management Information Systems.

I confirm that I am aware that this work placement programme is funded by Glasgow City Council, Scottish Government and UK Government. The programme is being delivered by GCVS in partnership with Glasgow Chamber of Commerce, Enable, Move On and Cemvo Scotland.

I am aware that this information may be used by Glasgow Chamber of Commerce, GCVS, Glasgow City Council or their representatives to contact me at a later date regarding the support I have received.

Signature	
Date:	

Please forward your application form to:

workplacements@glasgowchamberofcommerce.com

Next Steps

Once your application has been processed you will be contacted via email or telephone by one of the PWP team to provide the following documents:

- **Proof of address** – to show that you live in Glasgow.
Documents accepted are letter from council tax, NHS, HMRC, Utility bills.
- **Right to work evidence in the UK**
Documents accepted are UK Passport, Birth Certificate, BRP Visa, Share code.

You will then be provided with a registration telephone appointment that should last approx. 30 minutes max.

Only once the team have received your identification and you are fully registered will your application be sent to the employer.