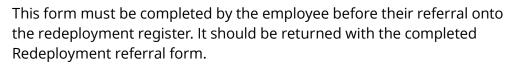
Redeployment Policy: Skills profile form





For redeployment purposes, this form will be sent to recruiting managers. It will be used for all posts applied for. It is important that you provide as much information as possible regarding your skills and experience.

To be completed by employee

Personal details

Name

12.

Name known as

Qualifications Please list qualifications achieve	ed and grades awarded	
Subject	Type of qualification (for example BSc / Higher / Nat 5)	Grade awarded
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

Telephone number

Email (primary contact method)

Job title	Location and department		
Band / grade	Summary of curre	nt duties	
Date started job (dd/mm/yyyy)			
Payroll number			
Employment history Please detail previous employment history and d	uties		
Name of previous employer (most recent)	Dates of employme	nt (dd/mm/yyyy)	
	from	to	
Previous job title	Duties		
Name of previous employer	Dates of employme	nt (dd/mm/www)	
ivalile of previous employer	from	to	
Previous job title	Duties		
Name of previous employer	Dates of employme from	nt (dd/mm/yyyy) to	
Previous job title	Duties		

Details of current post

Name of previous employer	Dates of employment (dd/mm/yyyy)		
	from	to	
Previous job title	Duties		
Name of previous employer	Dates of employment (dd/mm/yyyy)		
	from	to	
Previous job title	Duties		
••••			
Name of previous employer	Dates of employment (dd/mm/yyyy)		
	from	to	
Previous job title	Duties		

Skills and experience

Training and certificates (for example manual handling and food hygiene)

Computer skills (for example Microsoft Word, Excel, PowerPoint, Outlook and in-house systems	s)
Other skills	
Additional supporting information	
Data Protection Act During the course of our activities we will collect, store and process personal information about our prospective, current and former employees. The law determines how organisations can use personal information. For further information on the type of data that is handled, please refer to your local data policies.	
I confirm that the information provided is accurate to the best of my knowledge and understand this information will be used to determine suitability for vacancies. I am aware the restrictions detailed may have an impact on my designation, banding, pay or future employment.	
By signing this form I confirm my agreement to being placed onto redeployment and that the information provided will be shared as necessary to support my redeployment.	
Employee's signature Date (dd/mm/yyyy)	
Date received by redeployment contact (dd/mm/yyyy)	