

Redeployment Policy: Skills profile form



This form must be completed by the employee before their referral onto the redeployment register. It should be returned with the completed Redeployment referral 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

Telephone number

Name known as

Email *(primary contact method)*

Qualifications

Please list qualifications achieved and grades awarded

Subject	Type of qualification <i>(for example BSc / Higher / Nat 5)</i>	Grade awarded
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Details of current post

Job title	Location and department
Band / grade	Summary of current duties
Date started job (dd/mm/yyyy)	
Payroll number	

Employment history

Please detail previous employment history and duties

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

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	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 <i>(dd/mm/yyyy)</i> from to
Previous job title	Duties

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Previous job title	Duties

Name of previous employer	Dates of employment <i>(dd/mm/yyyy)</i> 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)*

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)*