**Skills Profile**

# This skills profile will be used to find suitable alternative employment for you. If there is any area of work or arrangement of hours that you would not find acceptable and not reasonable for us to offer to you it is important that you make this clear.

|  |  |
| --- | --- |
| **Name:** | |
| **Place of work:** | |
| **Job Title:** | |
| **Date of appointment:** | |
| **Brief description of main tasks and areas of responsibility:** | |
| **Qualifications: Academic, Professional & Vocational** | |
| **Qualification Title:** | **Year obtained:** |
| **All training in most recent employment** | |
| **Subject:** | **Dates:** |

Language Skills

**Language Spoken: Some skill/Average Skill/Fluent (Please delete)**

**If no post is available in your current field what reasonable alternative would you be interested in?**

**Would you like to be advised of any career development opportunities?**

**What hours are you able to work? (Please be as flexible as possible in order for you to have as much opportunity as possible for redeployment)**

**Are you able to work shifts? If so, please give details**

# Preferred work location? Please advise your flexibility in work location and mobility at work.

Do you have any specific work requirements, e.g. working arrangements or equipment modifications? If so, please provide details

**Please provide any further information you consider relevant to support us to find suitable alternative employment.**

**Include details of skills and knowledge e.g. IT applications, skills used outside of work etc.**

Any area of work or hours that would not be considered a reasonable alternative?

**Do you have daily use of a car for work purposes? Yes/No**

# Do you have a current driving licence? Yes/No

# Signed................................................... Employee

**Signed................................................... HR Representative or current line manager/headteacher**