# DFN Project SEARCH Edinburgh logo

# Application Form

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|  |
| YOUR NAME |   |

Please return your application to:

Edinburgh Project SEARCH

The City of Edinburgh Council

Waverley Court, 1.3

4 East Market Street

Edinburgh

EH8 8BG

Email: **Project.SEARCH@edinburgh.gov.uk**

0131 529 3157

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| *To be completed by Edinburgh Project SEARCH* |
| *Date Received* |  |
| *Interview* |  |
| *Outcome* |  |

**Closing date: 12 noon, Monday 22 April 2024**

Edinburgh Project SEARCH is a unique, business-led, 9-month programme that takes place entirely at the workplace helping young people to get ready for work and find a job. You will be here every day (Monday to Friday) from 9:00 am to 4:00 pm and you will complete 3 different work placements in one of our sites. You will be supported to apply for jobs, attend interviews and enter paid employment when you have finished the programme.

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| Are you aged between 16 to 29 years old?  | Yes [ ]  | No [ ]  |
| Do you live in Edinburgh, East Lothian, Midlothian or West Lothian? | Yes [ ]  | No [ ]  |
| Do you have a disability? | Yes [ ]  | No [ ]  |
| Do you want a full-time job (16+ hours per week)? | Yes [ ]  | No [ ]  |
| Are you able to travel by yourself, or can you learn how to do this by August?  | Yes [ ]  | No [ ]  |
| Can you commit to attending Edinburgh Project SEARCH for 35 hours per week (Mon to Fri, 9am to 4pm) during the Edinburgh College academic year? | Yes [ ]  | No [ ]  |

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| **Section A – Your personal details** |
| **Name** |  |
| **Address** |  |
| **Postcode** |  | **Date of Birth** |  |
| **Home Phone Number** |  |
| **Mobile Number** |  |
| **Email Address** |  |
| **National Insurance Number** |  |
| **Are you eligible to work in the UK?** | [ ]  **Yes** [ ]  **No** |
| **How did you hear about Edinburgh Project SEARCH?** |  |

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| **Section B – Your emergency contact details, if different from above** |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Email Address** |  |
| **Home Phone Number** |  | **Mobile Number** |  |
| **Relationship to you** |  |

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| **Section C – Your qualifications and training** |
| **Are you still at school?** | [ ]  **Yes** [ ]  **No** |
| **If no, when did you leave school?** |  |
| **Are you currently at college or on a training course?** | [ ]  **Yes** [ ]  **No** |
| **If yes, what is the name of the course?** |  |
| **Have you ever taken part in any other employability programmes?** | [ ]  **Yes** [ ]  **No** |
| **If yes, what was the name of the programme/programmes?** |  |

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| **Your qualifications and training** |
| **Name of Subject** | **Level of Study – for example was this a National 3, 4, 5, or a standard grade** | **Qualification Achieved – for example did you get a pass or a grade 2, 3, 4?** |
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| **Section D – Your work and/or volunteering experience (please use an additional sheet if required)** |
| **Name & address of employer** |  |
| **Position held** |  | **Start & end date** |  |
| **Paid employment?** | [ ]  **Yes** [ ]  **No** | **Hours per week** |  |
| **Tasks completed** |  |

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| **Name & address of employer** |  |
| **Position held** |  | **Start & end date** |  |
| **Paid employment?** | [ ]  **Yes** [ ]  **No** | **Hours per week** |  |
| **Tasks completed** |  |

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| --- | --- |
| **Name & address of employer** |  |
| **Position held** |  | **Start & end date** |  |
| **Paid employment?** | [ ]  **Yes** [ ]  **No** | **Hours per week** |  |
| **Tasks completed** |  |

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| --- | --- |
| **Name & address of employer** |  |
| **Position held** |  | **Start & end date** |  |
| **Paid employment?** | [ ]  **Yes** [ ]  **No** | **Hours per week** |  |
| **Tasks completed** |  |

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| --- | --- |
| **Name & address of employer** |  |
| **Position held** |  | **Start & end date** |  |
| **Paid employment?** | [ ]  **Yes** [ ]  **No** | **Hours per week** |  |
| **Tasks completed** |  |

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| --- | --- |
| **Name & address of employer** |  |
| **Position held** |  | **Start & end date** |  |
| **Paid employment?** | [ ]  **Yes** [ ]  **No** | **Hours per week** |  |
| **Tasks completed** |  |

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| **Section E – Your disability and adaptations required**  |
| **All successful applicants will be required to complete a pre-employment health questionnaire before they start the programme. All successful applicants will need to be passed fit to work by the host business’s Occupational Health Department.**  |
| [ ]  **Acquired Brain Injury** [ ]  **Cerebral Palsy**[ ]  **Down's Syndrome**[ ]  **Dyspraxia**[ ]  **Learning disability (Mild)**[ ]  **Learning disability (Severe)**[ ]  **Learning disability (Moderate)**[ ]  **Physical disability**  | [ ]  **Autism Spectrum Disorder**[ ]  **Attention Deficit Disorder / ADHD**[ ]  **Deaf/hearing impairment**[ ]  **Dyslexia** [ ]  **Global Developmental Delay**[ ]  **Mental health condition**[ ]  **Long term health condition**[ ]  **Visual impairment**  |
| [ ]  **Not listed above:** |
| **Please tell us how your disability affects you.** |
| **Please tell us if you need any help to attend and take part in the recruitment day or to complete a work placement. These are called ‘reasonable adjustments’ and we will do our best to make sure they are in place for you.****Examples of help needed could be things like: having more time to process a question, needing questions to be written down rather than spoken during the interview, help with reading and/or writing.** **To attend the recruitment day, I need help with/to:****To complete a work placement, I need help with/to:****If you have any questions about this section, please contact the Edinburgh Project SEARCH team on 0131 529 3157.** |

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| **Section F – Application Questions (please use an additional sheet if required)** |
| **Why do you want to work? What will this mean for you?**  |
| **How do you think Edinburgh Project SEARCH will help you become ready for work?** |
| **Please describe your skills and abilities.** |
| **After you have completed Edinburgh Project SEARCH, what types of jobs would interest you?** |

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| **Section G – Data Protection**  |
| Edinburgh Project Search is a partnership between The City of Edinburgh Council, Edinburgh College, NHS Lothian, and Virgin Hotels. To provide you with the best support possible during the recruitment process and, if successful, while on the programme we need to share information between all the partners.[ ]  I understand and consent to my data provided on my application form being shared by all partners within Edinburgh Project SEARCH.  If your application is unsuccessful, Edinburgh College would like to offer you an alternative course and will contact you directly.[ ]  I would like Edinburgh College to contact me regarding an alternative course if I am unsuccessful[ ]  I would like to be added to Edinburgh Project Search’s mailing list **Signature: Date:** |

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| **Section H – Declaration** |
| I declare that to the best of my knowledge the information given on this form is true, complete and correct. **Signature: Date:** |