

Profile

NAME				
PPS NUMBER / ESPFO1 RECEIVED / DATE		☐ YES	/ /20	
ADDRESS				
PHONE / EMAIL				
DOB / AGE / GENDER	/ /			
WELFARE PAYMENT / INCOME	JSA ☐	JSB ☐	DA ☐	IB ☐
	IP ☐	SWA ☐	CA ☐	OFP/JST ☐
	OTHER:			
NATIONALITY	IRISH ☐	EU/EAA ☐	NON-EU/EAA ☐	
HOUSEHOLD STATUS	LIVES ALONE ☐	WITH FAMILY ☐	WITH PARTNER ☐	
	DEATAILS/OTHER:			
CHILDCARE RESPONSIBILITIES	YES ☐	NO ☐	DETAILS:	
EDUCATION: SECOND LEVEL +	NONE ☐	JC ☐	LCA ☐	LC ☐
	OTHER:			
	HIGHEST ATTAINED:			
FURTHER EUCATION	YES ☐	NO ☐	DETAILS:	
THIRD LEVEL	YES ☐	NO ☐	DETAILS:	
ICT SKILLS	NONE ☐	BASIC ☐	INTERMEDIATE ☐	ADVANCED ☐
DRIVING LICENSE + CPC	NONE ☐	LEARNER ☐	FULL ☐	BUS ☐ RIGID ☐ HGV ☐ CPC ☐
ACESS TO A CAR	YES ☐	NO ☐	OTHER ☐	
ACCESS TO PUBLIC TRANSPORT	YES ☐	NO ☐	DETAILS:	

DIFFICULTY WITH READING AND/OR NUMBERS	YES ☐	NO ☐	DETAILS:	
WHAT HAVE YOU SPENT THE MOST TIME DOING OVER THE LAST 2 YEARS?	Paid work ☐ Unpaid work ☐ CE Scheme/Tús ☐ Unemployed ☐ Recovering from illness/injury ☐		Studying (full-time) ☐ Studying (part-time) ☐ Parenting ☐ Caring ☐ Prison ☐ Not working & not looking for work ☐	
HAS THE CLIENT EVER WORKED?	YES ☐	NO ☐	DETAILS:	
DURATION OF UNEMPLOYMENT	< 1 YEAR ☐		1 – 3 YEARS ☐	>3 YEARS ☐
WORK DURATION	1 – 3 MONTHS ☐		3 MTHS – 1 YEAR ☐	1 YEAR+ ☐
VOLUNTARY WORK	CURRENT ☐		PAST ☐	NONE ☐
ELIGIBLE FOR OUR SERVICE	YES ☐ NO ☐		NATURE OF ELIGIBILITY	

It would be great to start learning more about. Tell me about a typical day for you.

Motivation, Readiness, Confidence and Environment:

In motivational models, scaling questions are used to assess a person's readiness and willingness to make changes in their behaviour.

On a scale of 1 – 10, how MOTIVATED / READY are you to search for and begin work?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

10 being "ready and eager to start straightaway. I can't wait", and 1 being "It's not what I want".

On a scale of 1 – 10, how CONFIDENT are you that you can achieve the above?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

10 being "Supremely confident", and 1 being "Not confident at all".

How supportive and conducive is your current ENVIRONMENT, when considering implementing this kind of change?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

10 being "I couldn't hope for more supportive", and 1 is "Not supportive at all".

What would it take to move you one step higher on these scales, toward change?

Who might notice?

What type of jobs are you interested in? What would be your ideal job?

Do you have any concerns, for you or others, about getting a job?

COMPETENCIES

COMPETENCIES					EXAMPLES
SELF-AWARENESS					- Realistic aims/goals/ expectations - Understanding of skills & their transferability (personality, interests, aptitude, empathy, interpersonal skills etc.)
1	2	3	4	5	
LOWHIGH					
SELF-BELIEF					- 'I can do it', - 'I will...' – aiming high - not selling themselves short - 'I believe I can with some help'
1	2	3	4	5	
LOWHIGH					
RESILIENCE					- Speaks about bad experience but has learnt from it - Asks for feedback from unsuccessful job applications: accepting constructive criticism - Sent out 20 CVs but will send out more - Holding onto their goals and believing in them
1	2	3	4	5	
LOWHIGH					
RECOGNITION OF EMPLOYERS' NEEDS					- Knowledge of company/sector (personal labour market) - Knowledge of specific needs- matching - Flexible/open to change - Evidence of good work ethic - Job skills- transferable/ generic
1	2	3	4	5	
LOWHIGH					
EMPLOYMENT MOTIVATION					- Passion/want to action/energy - Ownership of own career - Achieve a goal or improve - Willingness to overcome barriers - Action plan - 'I want to...'
1	2	3	4	5	
LOWHIGH					
HOPE					- Positive expectation for the future - Willing to continuously engage
1	2	3	4	5	
LOWHIGH					
ADAPTABILITY					- Willing to change- lifelong learning career - Mobility up skilling: have done so
1	2	3	4	5	
LOWHIGH					

PREFERENCES

FUTURE WORK (APPEALING FACTORS)				
RATINGS 1 – 5 in order of importance (5 being the most important)				
WORK/LIFE BALANCE	LOCATION	WORK ENVIRONMENT	SALARY	CAREER CHOICE
WORK ETHIC VALUES				
RATINGS 1 – 5 in order of importance				
ATTENDANCE	PUNCTUALITY	FOLLOWING INSTRUCTIONS	PRESENTATION (DRESS)	ATTITUDE

NOTES ON PREFERENCES

This grid identifies your work preferences. A mark in box 1 indicates your clear preference for the statement on the left of the scale, a mark in box 9 indicates a clear preference on the right to the scale, and a mark in box 5 indicates no preference in that area.

Add any preferences to the list that you feel are relevant. Add any narrative on the grid or using a continuation sheet

that will offer clarity and help with the job-matching process. The intention is to match your responses to a job and identify potential job matches. It will not be used to exclude you from any work so please be accurate.

[illegible]

Please add any other preferences you feel are relevant:

[illegible]

SKILLS

How well can you....?						Past actions that demonstrate what makes them at this number and not any of the numbers lower
5 being easily and well and 1 being not at all						
USING MY HANDS						
1	2	3	4	5		
USING MY EYESIGHT						
1	2	3	4	5		
USING MY HEARING						
1	2	3	4	5		
LIFTING, PUSHING, PULLING LOADS						
1	2	3	4	5		
WORKING LONG HOURS						
1	2	3	4	5		
READING						
1	2	3	4	5		
USING NUMBERS						
1	2	3	4	5		
TELLING THE TIME						
1	2	3	4	5		
WORKING QUICKLY						
1	2	3	4	5		
ACHIEVING HIGH QUALITY RESULTS						
1	2	3	4	5		
CONCENTRATING						
1	2	3	4	5		
DOING A VARIETY OF TASKS						
1	2	3	4	5		

How well can you....?						Past actions that demonstrate what makes them at this number and not any of the numbers lower
5 being easily and well and 1 being not at all						
WALKING LONG DISTANCES						
1	2	3	4	5		
STANDING						
1	2	3	4	5		
SITTING						
1	2	3	4	5		
USING STAIRS						
1	2	3	4	5		
STAYING CALM						
1	2	3	4	5		
REMEMBERING INSTRUCTIONS						
1	2	3	4	5		
WORKING LONG HOURS						
1	2	3	4	5		
SPEAKING ON THE PHONE						
1	2	3	4	5		
SPELLING AND WRITING						
1	2	3	4	5		
USING MY INITIATIVE						
1	2	3	4	5		
LOOKING AFTER YOURSELF & MANAGING DAILY TASKS						
1	2	3	4	5		

How well can you....?						Past actions that demonstrate what makes them at this number and not any of the numbers lower
5 being easily and well and 1 being not at all						
USING MY HANDS						
1	2	3	4	5		
USING MY EYESIGHT						
1	2	3	4	5		
USING MY HEARING						
1	2	3	4	5		
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WORKING LONG HOURS						
1	2	3	4	5		
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STAYING CALM						
1	2	3	4	5		
REMEMBERING INSTRUCTIONS						
1	2	3	4	5		
WORKING LONG HOURS						
1	2	3	4	5		
SPEAKING ON THE PHONE						
1	2	3	4	5		
SPELLING AND WRITING						
1	2	3	4	5		
USING MY INITIATIVE						
1	2	3	4	5		
LOOKING AFTER YOURSELF & MANAGING DAILY TASKS						
1	2	3	4	5		

How well can you....?						Past actions that demonstrate what makes them at this number and not any of the numbers lower
5 being easily and well and 1 being not at all						
ASKING FOR SUPPORT						
1	2	3	4	5		
BEING CONFIDENT IN GROUPS						
1	2	3	4	5		
COMMUNICATING						
1	2	3	4	5		
PROBLEM SOLVING						
1	2	3	4	5		
MANAGING TIME						
1	2	3	4	5		
INTERACTING WITH OTHERS						
1	2	3	4	5		
CONTROLLING IMPULSES						
1	2	3	4	5		

What haven't I asked you that you think I should have asked?	
What do you need to feel safe and supported in this job searching process?	
How can I best support you towards the future you want?	

EMPLOYMENT HISTORY (LAST 3 JOBS)

Date & Status	Employer / Host	Nature of work / skills gained	Comments (Likes / dislikes) Reason for leaving
From: To: Paid ☐ Work Exp ☐ Vol. ☐			
From: To: Paid ☐ Work Exp ☐ Vol. ☐			
From: To: Paid ☐ Work Exp ☐ Vol. ☐			

How have you successfully gained work in the past?

Which friends or family members could help you to find employment within their own organisations or networks?
What would you say your biggest skill is (certain topic, industry, qualification)?

This tool will help you to better understand your personal and professional skills and to think about aspects of your life you would like to improve. If you repeat this tool a few times it will show any changes you may have made in these areas.

Please respond to the statements below from 'strongly disagree' to 'strongly agree' thinking about how you have been feeling in the last month.

NAME _____

I voluntarily agree to fill out the tool and understand that it will be kept confidentially in my Employability West Cork file and collated in an online system, and that the information (with my personal details removed) may be used to improve programme delivery. I understand I can withdraw my permission for the use of my personal data from My Journey at any time.

SIGNATURE _____

DATE _____

	TITLE STATEMENTS	 Strongly disagree	Disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Agree	 Strongly agree
01	I can confidently complete forms and applications	☐	☐	☐	☐	☐	☐	☐
02	My reading and writing are good enough for everyday life	☐	☐	☐	☐	☐	☐	☐
03	My maths is good enough for everyday life	☐	☐	☐	☐	☐	☐	☐
04	I am a confident person	☐	☐	☐	☐	☐	☐	☐
05	I know what I am good at	☐	☐	☐	☐	☐	☐	☐
06	I feel comfortable around people in a formal setting like work or education	☐	☐	☐	☐	☐	☐	☐
07	I can achieve things I set my mind to	☐	☐	☐	☐	☐	☐	☐
08	I am happy with some of the things I have achieved in my life	☐	☐	☐	☐	☐	☐	☐
09	I am comfortable trying new things	☐	☐	☐	☐	☐	☐	☐
10	I feel I can make changes in my life	☐	☐	☐	☐	☐	☐	☐
11	I feel I can work out most challenges that come my way	☐	☐	☐	☐	☐	☐	☐

PLEASE TURN OVER

DATA PROTECTION

Personal data provided by you on this form is treated in confidence and complies with the requirements of the General Data Protection Regulation 2016 (GDPR).

CONSENT

To enable us to provide the best possible service to you there may be circumstances where we will need to provide or obtain information relating to you from other persons or organisations. Any information will be treated in confidence.

Please complete the following section confirming whether or not we can provide or obtain relevant information from the following:

PERSONAL INFORMATION PLAN

Do you give your permission for us to get information from and/or give information to:		
Employers, placement providers and funders	YES	NO
GP, other health professional or any other support service you have contact with	YES	NO
GP Contact		
Emergency Contact		
OTHER CONSENT		
Consent for us to use my photo/image and case study for promotional purposes, including social media (Twitter, Facebook etc.)	YES	NO
Consent to consult with relevant others (Consultation Records)	YES	NO
What would you like us to say to an employer regarding your eligibility for this service (health condition/disability/neurodiversity/other)? The agreed statement will be used by your Job Coach when they talk to employers.		

When would you be comfortable to disclose this (i.e. when asked, from the outset, to discuss accommodations, other)?	
We will not contact any other individual or organisation to either obtain or provide information without your consent	

If no to the above, please state reasons

.....

Client Name (Print).....

Signed (Client)

Date: