	0		

NAME							
PPS NUMBER / ESPFO1				□ Y	'ES	/ /2	0
RECEIVED / DATE							
ADDRESS							
PHONE / EMAIL							
DOB / AGE / GENDER	/ /						
WELFARE PAYMENT / INCOME	JSA 🗆		JSB		DA 🗆	IB	
	IP 🗆		SWA		CA [OFP/JST	
	OTHER:	l		1		<u> </u>	
NATIONALITY	IRI	SH 🗆		EU/EAA		NON-EU/EAA	
HOUSEHOLD STATUS	LIVES ALO	NE 🗆	W	ITH FAMILY		WITH PARTNER	
	DEATAILS/OTHER:						
CHILDCARE RESPONSIBILITIES	YES 🗆	NO		DETAILS:			
EDUCATION: SECOND	NONE	JC			LCA 🗆	LC	
LEVEL +	OTHER:					I	
	HIGHEST ATTAINED:						
FURTHER EUCATION	YES 🗆	NO		DETAILS:			
THIRD LEVEL	YES 🗆	NO		DETAILS:			
ICT SKILLS	NONE	BASIC		INTERMEDI	ATE 🗆	ADVANCED	
DRIVING LICENSE + CPC	NONE	LEARNER		F	ULL 🗆	BUS RIGID	
	YES 🗆	NO		OTI	HER 🗆	HGV	
ACEESS TO A CAR						СРС	
ACCESS TO PUBLIC TRANSPORT	YES 🗆	NO		DETAILS:		1	

DIFFICULTY WITH	YES 🗆	NO	□ DETAILS:							
READING AND/OR NUMBERS										
NOWIDERS										
WHAT HAVE YOU		Paid wo			Studying (full-time) $\ \square$					
SPENT THE MOST TIME		Unpaid wor			Stu	dying (part-time)				
DOING OVER THE LAST		Scheme/Tu				Parenting				
2 YEARS?		Unemploye				Caring				
	Recovering from	iliness/injui	γ □	Nation		Prison				
				Not w	Not working & not looking for Uwork					
						WOIK				
HAS THE CLIENT EVER	YES 🗆	NO		DETAILS:						
WORKED?										
DURATION OF	< 1 YE	l AR □		1 – 3 YEARS		>3 YEARS				
UNEMPLOYMENT	, , , ,	/ U		1 3 12/11/3		73 12/113				
WORK DURATION	1 – 3 MONT	HS 🗆	3 MT	HS – 1 YEAR		1 YEAR+				
VOLUNTARY WORK	CURRE	NT 🗆		PAST		NONE				
ELIGIBILE FOR OUR		′ES □	NATU	RE OF ELIGIBIL	ITY					
SERVICE	1	NO 🗆								
It would be great to start	t learning more chaut '	Tall ma aba	ut a tura	ical day for yo						
it would be great to start	riearning more about.	ren me abo	и са тур	icai day ior yo	u.					

	And the Product of Colors and St. Const.										
Motivation	Motivation, Readiness, Confidence and Environment:										
In motivation their behave	•	scaling que	stions are u	sed to asses	ss a person's	s readiness a	and willingn	ess to make	changes in		
On a scale o	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		
		C 1 . 11	//-								

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

COMPETENCIES

	CC	OMPETENCI	IES		EXAMPLES					
SELF-AWAR	RENESS				- Realistic aims/goals/ expectations - Understanding of skills & their transferability (personality, interests, aptitude, empathy,					
1	2	3	4	5	interpersonal skills etc.)					
LOW			l	HIGH						
SELF-BELIEF					-'I can do it', -'I will' – aiming high					
1	2	3	4	5	- not selling themselves short -'I believe I can with some help'					
LOW				HIGH	r believe i can with some neip					
RESILIENCE					- Speaks about bad experience but has learnt from it - Asks for feedback from unsuccessful job applications:					
1	2	3	4	5	accepting constructive criticism - Sent out 20 CVs but will send out more					
LOW				HIGH						
RECOGNITION	ON OF EMP	LOYERS' NI	EEDS		- Knowledge of company/sector (personal labour market)					
1	2	3	4	5	- Knowledge of specific needs- matching - Flexible/open to change					
LOW			L	HIGH	- Evidence of good work ethic - Job skills- transferable/ generic					
EMPLOYME	ENT MOTIV	ATION			- Passion/want to action/energy - Ownership of own career					
1	2	3	4	5	- Achieve a goal or improve					
LOW				HIGH	- Willingness to overcome barriers - Action plan -'I want to'					
НОРЕ					- Positive expectation for the future - Willing to continuously engage					
1	2	3	4	5	willing to continuously engage					
LOW		1	l	HIGH						
ADAPTABIL	ITY				- Willing to change- lifelong learning career - Mobility up skilling: have done so					
1	2	3	4	5	, ap smm.g					
LOW		1	ı	HIGH						

PREFERENCES

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

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.

I like to work	1	2	3	4	5	6	7	8	9	
Full time										Part time
Indoors										Outdoors
Staying in one place										Moving about
In a busy workplace										In a relaxed workplace
In a hot workplace										In a cold workplace
In a noisy workplace										In a quiet workplace
In a clean workplace										In a messy workplace
Constantly – one job										Doing different tasks
In a big workplace										In a small workplace
Mainly with men										Mainly with women
In a uniform										Without a uniform
With words/books										Not with words
With numbers										Not with numbers
Using public transport										Not using public transport
With others										Not with others

Please add any other preferences you feel are relevant:

I like to work	1	2	3	4	5	6	7	8	9	

	How	well can yo	u?		Past actions that demonstrate what makes them at
5 being	easily and	d well and	1 being not	t at all	this number and not any of the numbers lower
USING MY HA	ANDS				
1	2	3	4	5	
USING MY EY	ESIGHT				
1	2	3	4	5	
USING MY HE	ARING				
1	2	3	4	5	
LIFTING, PUSI	HING, PUI	LLING LOAD)S		
1	2	3	4	5	
WORKING LO	NG HOUF	RS			
1	2	3	4	5	
READING					
1	2	3	4	5	
USING NUMB	BERS				
1	2	3	4	5	
TELLING THE					
1	2	3	4	5	
WORKING QU	JICKLY				
1	2	3	4	5	
ACHIEVING H	IGH QUAI	LITY RESUL	ΓS		
1	2	3	4	5	
CONCENTRAT	ΓING				
1	2	3	4	5	
DOING A VAR	RIETY OF T				
1	2	3	4	5	

5 bein		well can yo		t at all	Past actions that demonstrate what makes them at this number and not any of the numbers lower
WALKING L	ONG DISTA	NCES			
1	2	3	4	5	
STANDING					
1	2	3	4	5	
SITTING					
1	2	3	4	5	
USING STAI	RS				
1	2	3	4	5	
STAYING CA	ALM				
1	2	3	4	5	
REMEMBER	RING INSTRI	UCTIONS			
1	2	3	4	5	
WORKING I	ONG HOU	RS			
1	2	3	4	5	
SPEAKING (ON THE PHO	ONE			
1	2	3	4	5	
SPELLING A					
1	2	3	4	5	
USING MY I				1 - 1	
1	2	3	4	5	
LOOKING A	FTER YOUR	SELF & MA	NAGING DA	AILY TASKS	
1	2	3	4	5	

	How	well can yo	u?		Past actions that demonstrate what makes them at
5 beir	ng easily an	d well and	1 being not	t at all	this number and not any of the numbers lower
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, PU	JSHING, PU	LLING LOAD)S		
1	2	3	4	5	
WORKING	LONG HOU	RS			
1	2	3	4	5	
READING					
1	2	3	4	5	
USING NUM	MBERS				
1	2	3	4	5	
TELLING TH	IE TIME				
1	2	3	4	5	
WORKING	QUICKLY				
1	2	3	4	5	
ACHIEVING	HIGH QUA	LITY RESUL ^T	ΓS		
1	2	3	4	5	
CONCENTR	ATING				
1	2	3	4	5	
DOING A V	ARIETY OF 1	ASKS			
1	2	3	4	5	

	How	well can yo	ou?		Past actions that demonstrate what makes them at this number and not any of the numbers lower
5 beir	ng easily an	d well and	1 being not	at all	·
WALKING L	ONG DISTA	NCES			
1	2	3	4	5	
STANDING					
1	2	3	4	5	
SITTING					
1	2	3	4	5	
USING STAI	IRS				
1	2	3	4	5	
STAYING CA	ALM				
1	2	3	4	5	
REMEMBER	RING INSTRI	UCTIONS			
1	2	3	4	5	
WORKING I	LONG HOU	RS			
1	2	3	4	5	
SPEAKING (ON THE PHO	ONE			
1	2	3	4	5	
SPELLING A	ND WRITIN	G			
1	2	3	4	5	
USING MY	INITIATIVE				
1	2	3	4	5	
LOOKING A	FTER YOUR	SELF & MA	NAGING DA	AILY TASKS	
1	2	3	4	5	

		well can yo			Past actions that demonstrate what makes them at this number and not any of the numbers lower
5 beir	ng easily an	d well and	1 being not	at all	
ASKING FO	R SUPPORT				
1	2	3	4	5	
BEING CON		GROUPS			
1	2	3	4	5	
COMMUNI	CATING				
1	2	3	4	5	
PROBLEM S	SOLVING				
1	2	3	4	5	
MANAGING	6 TIME				
1	2	3	4	5	
INTERACTIN					
1	2	3	4	5	
CONTROLL	ING IMPULS	SES			
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)

		Natura of work / skills	Comments
Date & Status	Employer / Host	Nature of work / skills gained	(Likes / dislikes)
			Reason for leaving
From:			
То:			
Paid \square			
Work Exp □			
vol. □			
From:			
Tax			
То:			
Paid 🗆			
Work Exp □			
Vol. □			
France			
From:			
То:			
Paid 🗆			
Work Exp □			
Vol. □			
How have you success	sfully gained work in the past?		
	Starry Surrica Work in the past:		

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)?

JOURNEY TRAVELLED

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

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 ıt

epeat this tool a few times it will show any changes you may have made in these areas. Please respond to the tatements below from			(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 a any time. SIGNATURE								
	ongly disagree' to 'strongly ee' thinking about how you	DATE									
nave been feeling in the last nonth.			Strongly disagree	Disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Agree	Strongly agree		
	I can confidently complete forms and applications		0						—		
02	My reading and writing are good enough for everyday life		O-					-0-	—		
03	My maths is good enough for everyday	life	0-								
	I am a confident person								—		
	I know what I am good at		0—								
	I feel comfortable around people in a formal setting like work or education								—		
07	I can achieve things I set my mind to		0-								
	I am happy with some of the things I have achieved in my life		0—					-0-	—		
	I am comfortable trying new things		0	-0	-0		-0	-0-	—O		
	I feel I can make changes in my life		0				-0	-0-			
11	I feel I can work out most challenges that come my way		0—					-0-	—		

		\odot			Neither			\odot
	TITLE STATEMENTS	Strongly disagree	Disagree	Somewhat disagree	agree nor disagree	Somewhat agree	Agree	Strongly agree
12	I feel ready to take the next steps towards my goals (for example in work or education)	0-					-0-	—
13	I know what I would like to do in the next few years	0-				-0-	-0-	—
14	I have activities or hobbies I enjoy doing	<u> </u>						—
15	I have opportunities to spend time with others doing things I care about							—
16	I feel part of a social group, club or community	0-						—
17	I have someone I can count on for support	0-			_0_		-0-	—
18	I know people that I can ask for advice	0		-0-				—
19	I am comfortable speaking in a small group	0-					_0_	—
	I am good at expressing my views	<u> </u>					-0-	—
21	I am comfortable talking to people I do not know very well	0-						—
22	I am comfortable speaking to people in a position of authority (for example a boss or tutor)	0					-0-	—
23	I ask for help when I need it	0—					-0-	—
	I am good at being on time for appointments, work or other activities	O-	-0-		——		-0-	—
25	I feel I have the right skills to find a job if I want one	0—						—
26	I feel I have the right skills to complete a course if I start one	0	-0-	-0-	-0-	-0-	-0-	-0
27	I know how to get the information I need to help me with jobs, courses or other areas of my life	0-						—

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 g	give information	to:
	YES	NO
Employers, placement providers and funders		
	YES	NO
GP, other health professional or any other support service you have contact with		
GP Contact		
Emergency Contact		
Lineigency contact		
OTHER CONSENT		
Consent for us to use my photo/image and case study for promotional purposes,	YES	NO
including social media (Twitter, Facebook etc.)		
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.		
taik 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:							