

|  |
| --- |
| The Education & Employment Programme |
| **Registration Form** |

|  |
| --- |
| **This form should be completed by the applicant and returned to the Education & Employment Programme.**    **Osmani Trust**  Osmani Centre  58 Underwood Road  London E1 5AW  [eet@osmanitrust.org](mailto:eet@osmanitrust.org) |

|  |
| --- |
| Training/Course Applying for |
|  |

|  |
| --- |
| For office use only |
| Full Name: |
| Service: |
| A | Personal Details | |

|  |  |
| --- | --- |
| **A1** | Title **Mr**  **Mrs  Miss  Ms** |
|  | **Other** |

|  |  |  |
| --- | --- | --- |
| **A2** | **Forename(s)** | **Surname** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **A3** | **NI Number** | **Date of birth** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A4** | **Gender** Male |  | Female |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A5** | Address (in full) | | | | | | | |
|  |  | | | | | | | |
|  |  | | | | | | | |
|  | **Postcode** |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A6** | **Email** |  | |
| **A7** | **Tel (home)** | | **Tel (mobile)** |
|  |  | |  |

|  |  |
| --- | --- |
| **A8** | **Are you a Tower Hamlets resident?  Yes  No** |
|  | **If ‘No’ then please state which borough** |

|  |  |
| --- | --- |
| **A9** | **What is your current work status?** |
|  | **Employed full time**  **Employed part time**  **Student and employed**  **Student**   **Self employed**   **Unemployed** |

|  |  |
| --- | --- |
| B | Nationality |

|  |  |
| --- | --- |
|  | **Are you a UK citizen?  Yes**  **No**  **If ‘No’ then please state your nationality**  **Are you able to work or study in the UK  Yes**  **No** |

|  |  |
| --- | --- |
| C | Ethnicity |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  | | --- | --- | --- | --- | | White British  Asian Bangladeshi  Black African  Mixed White &  Black African | White & Asian  Asian Pakistani  Black Caribbean  Mixed White &  Black Caribbean | White Scottish  Asian Indian  Black Somali  Mixed White &  Asian | White other  Asian other  Black other  Mixed other | |

|  |  |
| --- | --- |
| D | Religious Belief |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Agnostic  Atheist | Buddhist  Christian | Hindu  Jewish | Muslim  Sikh | Prefer not to say  Other**.................** | |

|  |  |
| --- | --- |
| E | Sexual Orientation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  |  |  | | --- | --- | --- | | Heterosexual  Gay | Bisexual  Lesbian | Prefer not to say  Other**.................** | |

|  |  |
| --- | --- |
| F | Current Status |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Job Seekers Allowance  Income Support  Housing Benefit & Council Tax  Incapacity Benefit  Disability Living Allowance  Child Benefit  Child Tax Credit |  | Working Tax Credit  Bereavement Benefits  Carer’s Allowance  Maternity Allowance  Employment & Support Allowance  Other............................................  None |  |  |  |   **Do you have a partner who is receiving any benefits?  Yes**  **No** | |
| G | | Current Employment | |

|  |  |  |
| --- | --- | --- |
|  | Company Name: |  |
|  | Job Title: |  |
|  | Job Description: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weekly contracted days/hours | DAY |  | HOURS |  |
| Contracted Details | PERMANENT |  | FIXED |  |
| Full (> 16hr Hr Per Wk) or Part (<16 Hrs Per Wk) Time? | FULL |  | PART |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| H | | Qualifications  Please list ALL of the qualifications you hold (NB. You may be required to present these certificates on request): | | | | | | |
| **QUALIFICATIONS** | | **GRADES** | **YEAR** | **CERTIFICATES AVAILABLE?** | | | | |
| GSCEs Maths | |  |  | **YES** |  | **NO** |  | |
| GSCEs English Language | |  |  | **YES** |  | **NO** |  | |
| GCSEs ICT | |  |  | **YES** |  | **NO** |  | |
|  | |  |  | **YES** |  | **NO** |  | |
|  | |  |  | **YES** |  | **NO** |  | |
|  | |  |  | **YES** |  | **NO** |  | |
|  | |  |  | **YES** |  | **NO** |  | |
|  | |  |  | **YES** |  | **NO** |  | |

NB. If you use the following qualifications for proxies/ exemptions you will be required to present your original certificates.

|  |  |
| --- | --- |
| **OTHER RELEVANT QUALIFICATIONS (e.g. First Aid, Health & Safety, NVQs)** | **YEAR** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I | | Barriers | |
|  | | **Below you will find a list of possible barriers that you may experience in finding a job, securing a job and/or keeping a job/placement. Please tick one or more barriers that best describe the ones that you experience.**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Ability to work in a team  Communications Skills  Caring Responsibilities  Drug/Alcohol Problems  Ethnic Minority  Ex-forces  Homeless  IT Skills  **Do you consider yourself to have a disability?**  **If yes, please provide details:**  **Do you have a health problem that might affect the**  **the work you do?**  **Do you have a criminal record?**  **Are you a single parent?**  If yes, please fill in table on the right. | Lack Confidence  Lack Motivation  Literacy  Long Term Unemployed  Numeracy  Interview Skills  Reliability, time keeping  Other – please state........................................    **Yes**  **No**  **Yes**  **No**  **Yes**  **No**  **Yes**  **No**   |  |  | | --- | --- | | **Age** | **Number of children** | | **0-6** |  | | **7-9** |  | | **10-11** |  | | **12-17** |  | | **Over 18** |  | | | |

|  |  |
| --- | --- |
| J | Future Employment |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Please tick the relevant box(es) for the type of work you are interested in:**     |  |  | | --- | --- | | Admin/Clerical/Secretarial  Care/Community/Youth  Charity/Voluntary  Cleaning  Customer Service  Driving  Education  Finance  Health/Medicine/Pharmacy | Information Technology (IT)  Labouring/General Construction  Marketing/PR  Retail  Sport/Leisure/Tourism  Sales  Security  Transport/Logistics  Other – please state................................. | |

|  |  |
| --- | --- |
| K | Marketing |

|  |  |  |
| --- | --- | --- |
| **How did you hear about the Education & Employment Programme?**     |  |  | | --- | --- | | Education & Employment Project leaflet  Community launch  Community events  East End Life newspaper  Radio  Ramadan calendar  TV  E-Bulletin | via friend/family  via referral  Other...............................................................  **Posters/Adverts in:**  Bus stops  Idea stores  Tube/DLR  Community Centres  Partner organisations | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | In signing and dating this registration form below, I hereby acknowledge my status as an Education & Employment Project client and agree to the following terms and conditions. I give the information on this form in confidence but without any liability on the part of Education & Employment Project, any of its partner organisations, and all of the respective organisations employees.I understand that the information provided will be used as evidence for Education & Employment Project funding bodies.I give my permission for Education & Employment Project to use any of the personal details provided in order to communicate with me, either orally (telephone), electronically (text and emails), or in person (home or work place visit).I give my permission for Education & Employment Project to contact any of my future employers directly, when attempting to obtain Employer Confirmation Forms (ECF) for me.I give my permission freely for any of my future employers to complete and return any pro forma’s or other information about me as requested by Education & Employment Project.I will inform Education & Employment Project of any job offers when I get them.I will inform Education & Employment Project if I stop looking for a job and reasons why.I will inform Education & Employment Project in writing if I wish to break all relationships with them.I understand that Education & Employment Project / Partner organisations reserve the right not to provide a service if my behaviour towards staff members is deemed abusive either physically or verbally.I understand that I must attend all scheduled appointments or let my advisor know if I am running late or cannot attend.I understand that I must attend any training that I have been referred to or provide a valid reason if I cannot attend, failure to do so will result in me being blacklisted from any further training.I understand that if I am dissatisfied with the service received I have the right to make a complaint.I hereby declare that I have read and understood the terms and conditions of this form and agree to the above terms and conditions. | | |
| **Candidate Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| L | Declaration |

|  |  |
| --- | --- |
| M | Office use only |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Proof of ID:**     |  |  | | --- | --- | | Passport    Driving License | Birth Certificate    Home Office papers |   **Proof** **of address:**   |  |  | | --- | --- | | Bank Statement    Driving License | Utility Bill    Other – please state.................................................. |   **Proof of NI:**   |  |  | | --- | --- | | NI Card    P45  Benefits document  **NEET (Not in Education, Employment or Training)?**  **Proof of Education:**  GCSE English    GCSE Math  ICT | Payslip    P60  Other – please state..................................................  **Yes**  **No** | |