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**Local Supported Employment (LSE)**

**SsssssssS**

Your vocational profile – finding the right job for you

Your name: Date:

Prefer to be known as:

Employment Advisor name:

**Your information**

Gender identified:

Date of Birth:

Phone numbers:

Email:

National Insurance Number:

Address:

Right to work: Your employment advisor must check that you have the

right to work in the UK. They will initial this box when this is checked.

**Appointee**

If you have an appointee, please tell us who they are and how we can contact them:

**Your lifestyle**

Who do you live with? Tell us about any support they provide for you:

What is important to you and why? (friends/your health/hobbies):

Do any other services provide you with support?

What about your faith and culture – what is important to you?

**Benefits**

Tell us about the benefits you receive:

We need to make sure that you have all the information you need about how work will affect your benefits. How will we achieve this?

Tell us about any health or disability barriers that you need support with. How might these be

supported in work? Include diagnosed health conditions.

**Emotional Support**

Tell us about any emotional support you may need:

Tell us about any social support you may need:

**Weekly Planner**

**What does your week look like – what happens now?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

**Strengths and skills**

How do you learn? Does studying work for you? Do you prefer to learn from others showing you or telling you? You can add to this section later.

**Communication**

How do you communicate and what support do you need/use (example: *I use BSL and I need an interpreter; English is not my first language, I would like help to improve my skills*)?

**Money and finances**

How much money do I need to earn from work – or what does it need to pay for?

Do you have: A bank account?[ ]  A debit card?[ ]  Have or need support to budget?[ ]

**Getting around**

Do you use any of the following ways to travel?

Bus[ ]  Train[ ]  Taxi[ ]  Bicycle[ ]  Moped/motorbike[ ]

Do you need any help to use these?

Would you like help to travel independently– we call this travel training? Yes [ ]  No [ ]

**Independence**

|  |  |
| --- | --- |
| Do you need help with?  | What help do you need?  |
| Shopping |  |
| Managing your time – and telling the time |  |
| Housework and clothes washing |  |
| Support with IT – using a computer, tablet or mobile phone |  |
| Reading |  |
| Writing |  |
| Remembering appointments |  |
| Anything else |  |

**Work**

What is the most important thing about working (pay, being with other people, feeling valued, a career)?

What do you think your ideal job would be and how can you achieve this?

What do we need to do together to help you get this job?

What things do you need at work to help you – this could be equipment or a job aide? (*A person who helps you at work with part of your job that your disability means you can’t do without support).*

**Education and learning**

List the schools or colleges you attended and what qualifications you achieved:

**Jobs you have had – employment history**

|  |  |
| --- | --- |
| Tell us the jobs you have had *Most recent first* | What do you do in this job? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Job searching – this is a guide, you can change your criteria at any time**

What type of work – or sector do you want to work in?

Which days do you want to work?

Mon [ ]  Tues [ ]  Wed [ ]  Thurs [ ]  Fri [ ]  Sat [ ]  Sun [ ]

What time do you want to work?

9-5 [ ]  Eve [ ]  Night [ ]  Early morning [ ]  Weekends [ ]  Shifts [ ]

How far will you travel?

Up to 2 miles [ ]  2-5 miles [ ]  5-7 miles [ ]  7+ miles [ ]

Is there anything that can’t be changed – non negotiables:

Do you have any particular restrictions on the area/community you can work in?

**The working environment you prefer**

|  |  |  |
| --- | --- | --- |
|  | Suitable *Yes/No* | Notes |
| Indoors |  |  |
| Outdoors |  |  |
| In one place |  |  |
| Repetitive Tasks |  |  |
| In a busy workplace |  |  |
| With other people |  |  |
| Largely unsupervised  |  |  |
| Using equipment  |  |  |

**Any additional information?**

****The information above will help us to match you to the job you want. You can find out more about how we use your information and view our privacy notice at [Privacy notice (leicester.gov.uk)](https://www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/)



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