



APPENDIX 1

REDEPLOYMENT SKILLS PROFILE

Please refer to the University's Redeployment Procedure and Redundancy Policy before completing this form. These can be found on the Personnel web pages.

Please note that this information will be supplied to recruiting departments as required.

Please attach a current copy of your CV.

Please use **BLOCK CAPITALS** and black ink as the form may be photocopied.

SECTION 1: Personal Details

Family Name/Surname:

Title:

Other Names:

Job Title:

Grade:

Department:

Tel No:

Email:

Staff Number:

Contract Expiry Date:

(if employed on a fixed term contract)

Do you require leave to remain in the UK?

YES*

NO

***To discuss this further please contact the Personnel Department**

SECTION 2: Current Role

Current work location:

Pattern of working: please indicate the days and hours (if less than 100% commitment) that you **currently** work:

Full-Time

Part-Time

Shift-work

Mon

Tues

Wed

Thurs

Fri

Sat

Sun

Brief description of current role:

SECTION 3: Qualifications, Skills and Experience

A. Qualifications

Details of each qualification

GCSE/O-level Equivalent

(Grade A-C)	
GCSE/O-level (Other)	
A-Level/Equivalent	
Degree (BSc, BA, MSc, MA)	
PhD	
Professional qualifications	
Vocational qualification (HND, RSA etc)	
Membership of Professional Body	
Other	

B. Relevant Skills & Experience

Using bullet points, please address each of the areas below with regard to the last 5 years or last three jobs as appropriate.

Specialist activities

-

Customer service

-

Planning & organising

-

Finance and resource management

-

Internal and external liaison

-

People management

-

Communication and teamwork

-

C. Any other areas of knowledge, skills, experience or relevant information

Please use bullet points

-

D. Redeployment Register Summary

Please provide a brief summary (no more than 125 words) of your experience and skills which will then form the entry that will go on the redeployment register.

SECTION 4: Consent for inclusion on the Redeployment database

I confirm that I wish to be considered for redeployment and am aware that the details of this form, my CV and any other relevant information I provide will need to be shared with recruiting departments. I am aware that a reference will be sought from my current line manager to support the redeployment process and this would need to incorporate an assessment of relevant skills and performance.

I am attaching my CV (please tick)

Signature.....Date.....

