Kickstart Job Placement

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| **SECTION 1: EMPLOYER DETAILS** |
| Employer: |  | Contact Name: |  |
| Telephone: |  | Email: |  |
| Address: |  |  |  |
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| **SECTION 2: HEALTH AND SAFETY AND INSURANCE INFORMATION** |
| **Health and Safety** |
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| **Insurance** |

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| SECTION 3: SUMMARY OF PLACEMENT  |
| Days/Hours: |  | Location: |  |
| Any Training Required? |  |  |  |
| Brief Summary of Tasks |
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| SECTION 4: EMPLOYABILITY SKILLS |
| Allocation of responsibility – Employer/Probe |
| IAGGoal SettingCommercial AwarenessInterview SkillsCVAttendance/TimekeepingBasic Vocational Training (if required)  |
| SECTION 5: JOB DESCRIPTION |
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| SECTION 6: PERSON SPECIFICATION |
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| SECTION 7: PROPOSED COSTS |
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| **ADDITIONAL NOTES** |
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