



Supported Employment Project



Name: _____



The St Michael's House Supported Employment Project is paid for by POBAL and the Dormant Accounts Fund



pobal
government supporting communities



ciste na
gcuntas díomhaoin
the dormant
accounts fund

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*Please refer to the Supported Employment Pathway in Appendices should you require further supports gathering the above information

Started on:	Finished:
People who helped to complete this profile:	Their relationship to me:

Section 1

About me



Personal details



First name:

Last name:



Address:



Home phone number:



Mobile phone number:



Email address:







Date of birth:




PPS number:

Who helps and supports

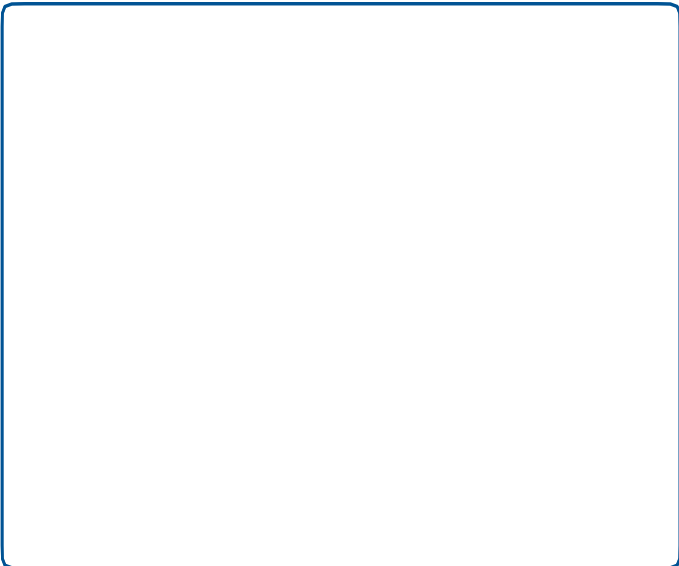
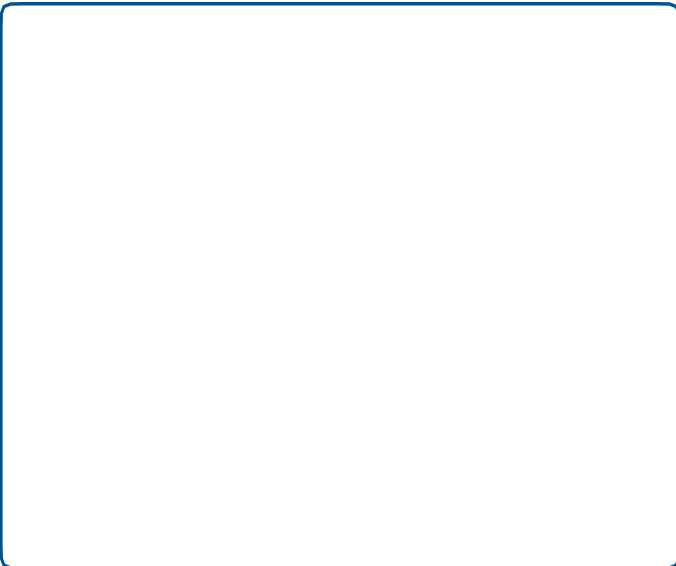
	Name(s)	Phone number(s)	Email(s)
My family 			
My teacher(s)/ tutor(s) 			
My job coach 			
My friends 			
Anyone else? 			

Education History

<p>Name of school and/or college</p>  <p>College</p>	<p>Date started</p> 	<p>Date finished</p> 	<p>Qualification or certificates</p> 

Please put any certificates you have after this page.

Hobbies and interests



Work history



Name of employer



What did you do in this job?



How long were you there for?



What did you learn?



What challenged you?





You can make multiple copies of this page if required for multiple work placements.

Section 2






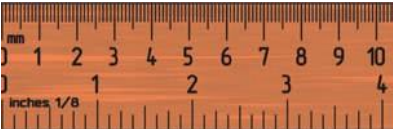
My skills & qualities









My skills – numbers

Skill	How well I can do this
<p>Recognise numbers</p> <p>10 6 29 8</p>	
<p>Recognise coins and notes</p> 	
<p>Count</p> <p>1 2 3 4 5 ...</p>	
<p>Do basic adding and subtracting</p> 	
<p>Do basic multiplying and dividing</p> 	
<p>Tell the time</p> 	

My skills – numbers

Skill	How well I can do this
<p>Be on time</p> 	
<p>Use a diary</p> 	
<p>Use a bus timetable</p> 	
<p>Use correct money to pay for things</p> 	
<p>Weigh</p> 	
<p>Measure</p> 	


My skills – reading and writing

Skill	How well I can do this
<p>Read familiar words</p> 	
<p>Read easy English</p> 	
<p>Read books or magazines</p> 	
<p>Understand signs</p> 	
<p>Read with pictures</p> 	
<p>Copy words</p> <p>Hello</p> <p>Hello</p> 	







My skills – reading and writing

Skill	How well I can do this
<p>Write familiar words</p> <p><i>My name</i></p> 	
<p>Write sentences</p> <p><i>My name is Sally and I like dogs</i></p>	
<p>Fill out forms</p> 	
<p>Spell</p> 	
<p>Handwriting</p> 	





My skills – computers and phones

Skill	How well I can do this
<p>Turn on computer</p> 	
<p>Use a mouse</p> 	
<p>Find a programme or file</p> 	
<p>Print</p> 	
<p>Type up notes</p> 	
<p>Use a phone</p> 	






My skills – computers and phones

Skill	How well I can do this
<p>Use a mobile phone</p> 	
<p>Take a message</p> 	
<p>Make a call to a familiar person</p> 	
<p>Make a call to an unknown person</p> 	
<p>Leave an answer phone message</p>  <p>Voice Mail</p>	
<p>Other:</p> 	







My skills – communicating

Skill	How well I can do this
<p data-bbox="108 450 432 544">Understanding speech</p> 	
<p data-bbox="108 857 280 898">Hearing</p> 	
<p data-bbox="97 1167 544 1256">Understand easy read information</p> 	
<p data-bbox="97 1453 288 1494">Use Lámh</p> 	
<p data-bbox="97 1742 352 1832">Use pictures or symbols</p> 	

My skills – communicating

<p>Speak</p> 	
<p>Talk to familiar people</p> 	
<p>Talk to unfamiliar people</p> 	
<p>Communicate confidently</p> 	
<p>Other:</p> 	
<p>Please refer to my communication support plan</p>	

Physical abilities



Skill	How well I can do this
Stand for up to 2 hours 	
Walk for half an hour 	
Lift 	
Push 	
Pull 	
Bend 	

Physical abilities

Skill	How well I can do this
<p>Go onto my knees and stand back up</p> 	
<p>Do fiddly things with my hands</p> 	
<p>Co-ordinate multiple movements at the same time</p> 	
<p>Carry</p> 	
<p>Other:</p> 	
<p>Other:</p> 	

Getting ready for work

You can refer to section 5 of Assessment of Need – Please identify if the support plans in place are effective for person's needs.

Skill	How well I can do this
<p>Wash and keep myself fresh every day</p> 	
<p>Brush my teeth every day</p> 	
<p>Wear clean clothes</p> 	
<p>Wear ironed clothes</p> 	
<p>Wear the right clothes for what I am doing</p> 	

Travelling

Skill	How well I can do this
<p data-bbox="116 454 292 544">Travel on my own</p> 	
<p data-bbox="116 741 328 880">Travel with someone else</p> 	
<p data-bbox="116 1032 467 1077">Go to new places</p> 	
<p data-bbox="116 1323 360 1368">Ask for help</p> 	
<p data-bbox="116 1615 316 1753">Keep safe when I'm out</p> 	

Other skills



Skill	How well I can do this

Personal qualities

Personal qualities are the things about your personality that other people like. The personal qualities an employer might like include:

Being confident



Being hardworking



Showing interest at work



Doing things in order



Being good at working in a team



Being caring



My top skills

Name: _____

These are some of the skills I have that will be useful when I have a job:



1st

My skill:

An example of
this is when...

2nd

My skill:

An example of
this is when...

3rd

My skill:

An example of
this is when...

My top qualities



Name: _____

These are some of the qualities I have that will be useful when I have a job

1st

My quality:

**An example of
this is when...**

2nd

My quality:

**An example of
this is when...**

3rd

My quality:




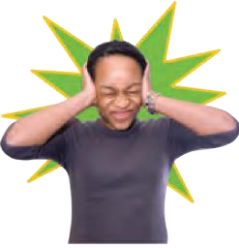

**An example of
this is when...**

Section 3

My working future



Preferences – the things that would make my ideal job (1)

I prefer...	Yes 	No 
A busy place 		
A relaxed place 		
A noisy place 		
A quiet place 		
Indoors 		
Outdoors 		









Preferences – the things that would make my ideal job (2)

I prefer...	Yes 	No 
<p>A small building</p> 		
<p>A big building</p> 		
<p>Dressing smartly</p> 		
<p>Wearing a uniform</p> 		
<p>Wearing casual clothes</p> 		
<p>Sitting down</p> 		









Preferences – the things that would make my ideal job (3)

I prefer...	Yes 	No 
Standing up 		
Getting dirty 		
Staying clean 		
Talking to people 		
Being quiet 		
Working alone 		


Preferences – the things that would make my ideal job (4)


I prefer working...	Yes 	No 
<p>Working with a few people</p> 		
<p>Working with lots of people</p> 		
<p>Having my boss nearby</p> 		
<p>Not having my boss nearby</p> 		
<p>Doing the same thing every day</p> 		
<p>Doing different things every day</p> 		


Preferences – the things that would make my ideal job (5)


I prefer working...	Yes 	No 
<p>With people my own age</p> 		
<p>With people older than me</p> 		
<p>In one place</p> 		
<p>In different places</p> 		
<p>In a hot place</p> 		
<p>In a cold place</p> 		

Preferences – the things that would make my ideal job (6)


	<p>Shop work? What sort of work in a shop?</p>
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	<p>Catering?</p>
--	-------------------------


	<p>Gardening?</p>
---	--------------------------


	<p>Cleaning?</p>
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Preferences – the things that would make my ideal job (7)


	Building work?


	Working with animals?


	Office work?


	Care work?

Preferences – the things that would make my ideal job (8)







	Working for myself?

	Reception work?







	Something else?

	Something else?

Support I need at work (1)

Support	Is this needed?
<p data-bbox="116 450 411 495">Travel training</p> 	
<p data-bbox="116 741 316 875">Access to a taxi for work</p> 	
<p data-bbox="116 1032 304 1122">Job coaching</p> 	
<p data-bbox="116 1323 284 1413">Support worker</p> 	
<p data-bbox="116 1615 304 1704">A mentor or buddy</p> 	
<p data-bbox="116 1906 352 2085">Easy to read policies and procedures</p> 	

Support I need at work (2)

Support	Is this needed?
<p data-bbox="116 450 363 539">Extra time in supervision</p> 	
<p data-bbox="116 741 368 875">Extra time to complete tasks</p> 	
<p data-bbox="116 1032 300 1167">Help when I'm worried</p> 	
<p data-bbox="116 1323 515 1413">Supports to help me mobilize</p> 	
<p data-bbox="116 1615 555 1704">Equipment to help me to function</p> 	
<p data-bbox="116 1906 244 1939">Other:</p> 	

About me at work

Name: _____

How best to include me at work



What people say I'm good at



How you can support me at work



My health needs at work



My ideal job

Name: _____

The type of company will be...



The job will be...



I will get support from...



I will get there by...



Curriculum Vitae (CV)

Name:

Address:

Telephone:

Email:

Personal Profile:

Summary of your relevant experience, the skills you have to offer (target these towards the advert/job description) and what you are looking to do. 3 lines maximum.

Work Experience: (most recent first)

Date: Company name, job title
Main responsibilities
Skills gained (communication, teamwork, problem solving, etc.)

Education and Training: (most recent first & relevant to job applying for. If nothing relevant then consider omitting this section and adding more to the skills/personal profile section)

Date: School/college name
Qualification/course and grades

Skills: (list any particular skills relevant to an employer, e.g. IT, timekeeping, teamwork, languages, any other expertise or knowledge)

Interests: (a few lines about hobbies and interests where they might be relevant to what the employer is looking for)

References available on request

Example of a CV

Curriculum Vitae

John Smith

Date of birth
15/10/98

Address
1 High Street
Newmarket
Dublin
D01D01

Phone
0879000000

Email
John.smith@gmail.
com

Personal profile

I am a hard working person who enjoys working with people. I have over two years' work experience in customer facing roles. My aim in life is to help others and make people happy. I'm looking for part-time employment whilst I'm still at college, but my goal is to work full time after college.

Education

DCU Ability Project. September 2022 – present.

I am working towards my Duke of Edinburgh Award.

School, Our Lady's Dublin 1. 20010-2020.

Leaving Cert Applied.

Work experience

Hotel and Spa, Newmarket

Waiter, September 2021 to present

- Waiting on customers in the restaurant.
- Being polite and friendly to the customers
- Handling large amounts of food on one tray.

Hotel and Spa, Newmarket

Spa attendant, October 2020 – September 2021

- I assisted the staff in the Spa with taking responsibility for storing and restocking the towels.
- I took food and drink orders for customers in the spa.

During my time at Hotel and Spa I learned how to be helpful and polite to the customers and how to look after my personal hygiene as I was handling and serving food.

Shop Assistant, March to September 2020 – newsagent Newmarket.

- Greeting customers as they entered the shop
- Took responsibility for the basket collection and safety
- Learned about handling fresh food through packing and labelling bakery produce and putting them on the shelves in the correct date order.

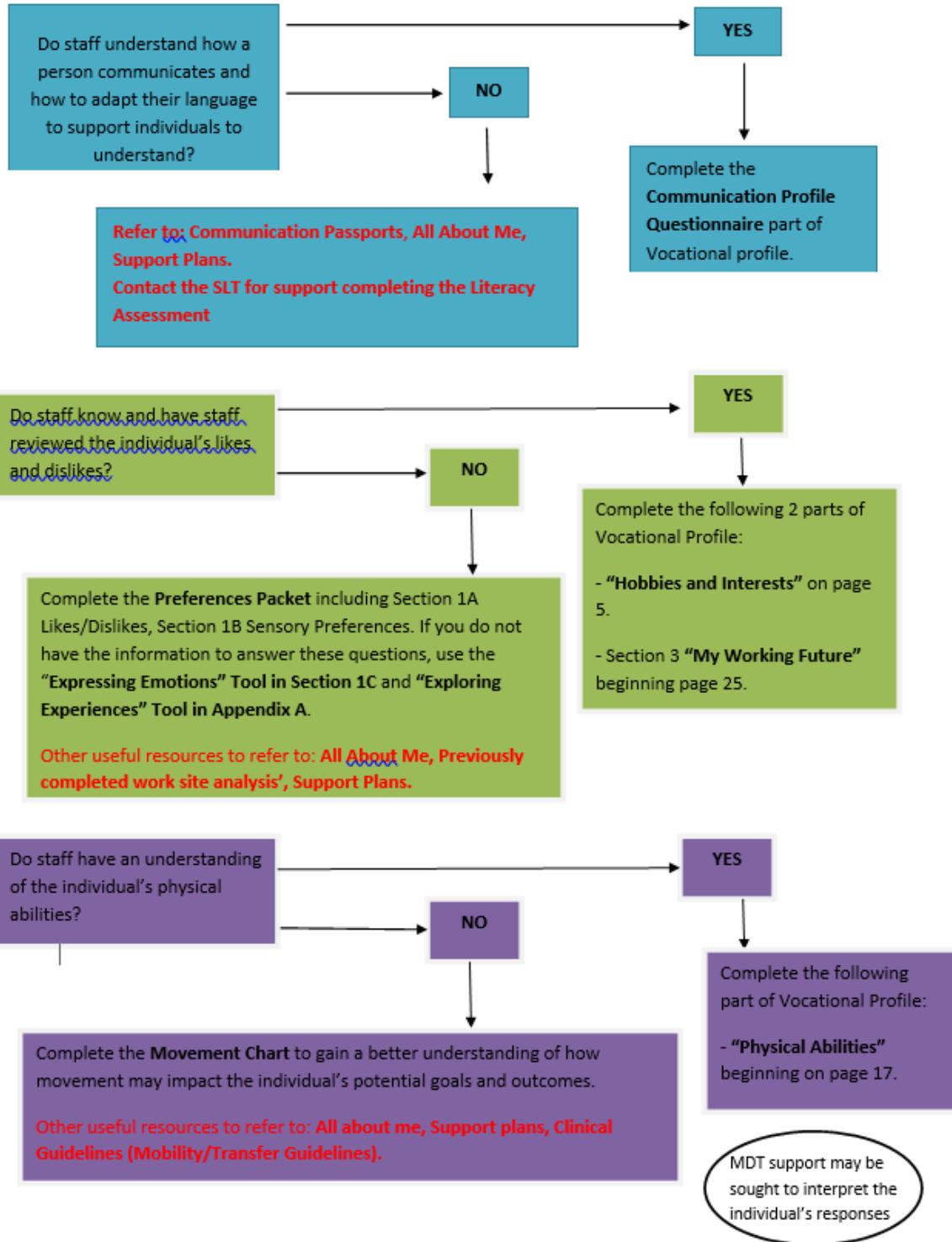
Interests

I love football and taking part in tournaments with the school. Last year our team came second in the FC Community Tournament. In my spare time I enjoy building models using my imagination, and spend time on my computer using Facebook and writing emails.

References

Mr Jones, Teacher, School, Our Lady's Dublin 1, 0863000000

Supported Employment Clinical Information Pathway



This resource was made using Photosymbols

