

Northgate Work Club

Assessment Questionnaire

(to be filled in by Reception or free adviser)

Personal Information

Full Name: _____

Reason for Visit: _____

Assessment

	Yes	No
Do you have a Curriculum Vitae?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is your C.V. printed as a hard copy?	<input type="checkbox"/>	<input type="checkbox"/>
Is your C.V. word processed on a computer?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got an E-mail Address?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Find-a-Job Account?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a new Find-a-Job Account?	<input type="checkbox"/>	<input type="checkbox"/>
Is your C.V. uploaded to Find-a-Job?	<input type="checkbox"/>	<input type="checkbox"/>
Can you Logon to Find-a-Job and perform a search?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any Training requirements?	<input type="checkbox"/>	<input type="checkbox"/>
May I ask you to complete a Personal Development Plan?	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation

I certify that this is a true record of my personal situation. I also agree to complete a Personal Development Plan to improve my employment opportunities and comply with my Jobcentre Plus obligations.

Client's Signature: _____ **Date:** _____

Northgate Work Club Personal Development Plan

Personal Information

Full Name: _____ Date of Birth: _____

Address: _____

_____ Post Code: _____

Home Tel. _____ Mobile Tel. _____

E-mail Address: _____

Reason for Visit: _____

Programme of Work

<i>Stages</i>	<i>Topics</i>	<i>Activities</i>	<i>Dates</i>	<i>Initials</i>
1	Curriculum Vitae	Written Template Initial C.V. Information.		
2	Curriculum Vitae	Word Processing C.V. Correct Layout & Content.		
3	E-Mail Address	_____ (Please Write E-mail Address Above).		
4	Find-a-Job account	(login ID is email) Password: _____ (Please Enter Password).		
5	Find-a-Job	Upload C.V. to Universal Jobmatch (Circle Private or Public).		
6	Find-a-Job	Logon to Find-a-Job Tick Box if the client can Job Search. <input type="checkbox"/>		
7	Training	Continued Development Job Searching; E-mailing/Attachments, Covering Letters (Targeted/Speculative) and Application Forms.		

Agreement

I wish to confirm that I shall complete the Personal Development Plan according to my training requirements; as discussed and recommended by the Northgate Work Club staff.

Client's Signature: _____ **Dated:** _____