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**Young Adults Employment Hub**

**Young Person’s Passport**

You can use this passport to share important information about you with the different professionals supporting you. This passport is for you to use and share however you wish. Remember to look after your personal information and **never share your passwords**


# **About me**

# Name:

Email address:

Contact number:

## Health conditions or Disabilities

## How does your condition effect your relationships/ ability to work

## Any other barriers to finding employment

Consider any caring responsibilities / childcare / travel / Offences

**How can the Young Adults Employment Hub help you to achieve your goals? What support do you need from us?**

**Work readiness and previous experience**

Current job search activity, applications, interviews attended / Level of Education / previous employment

**Job Goals / roles and salary expectations**

Specify P/T F/T Hours: 0-8, 8-15, 16-25, 25+

**Distance willing to travel:**

0-5 miles [ ]

6-10 miles [ ]

Above 10 miles [ ]

**Work readiness checklist:**

Tick as appropriate:

|  |  |
| --- | --- |
| [ ]  Clean Driving License | [ ]  Access to internet |
| [ ]  Vehicle/Bicycle Owner | [ ]  Up to date CV |
| [ ]  ID e.g passport, birth certificate | [ ]  I have interview clothes |
| [ ]  Access to a computer | [ ]  I am happy with what employers can see about me on social media |

**Transferable skills/strengths, interests, hobbies**

**Training needs, literacy, numeracy, IT, food hygiene etc**

**Perceived barriers: lack of skills, work experience, criminal record, confidence**

**Goals and expectations**

|  |  |
| --- | --- |
| *Short term goals* |  |
| *Long term goals* |  |
| *Expectations* |  |

**Consent to contact people to support you**

|  |  |  |
| --- | --- | --- |
| **Provider** | **Name of Worker** | **Consent given**Please date and sign each time it changes |
| **Training –** To access information / courses for vocational purposes. |  |  |  |  |
| **Job Centre**  |  |  |  |  |
| **Employers –** To secure employment opportunities. Are you happy for your EO to approach employers on your behalf to broker employment opportunities? |  |  |  |  |
| **Southampton City Council –** To ensure service eligibility and required for funding reporting. |  |  |  |  |
| **No Limits** |  |  |  |  |
| **Prison Service**  |  |  |  |  |
| **NHS** |  |  |  |  |
| **Drug & Alcohol Services –** To support you in the correct way. |  |  |  |  |
| **Probation/YOT –**To help show your engagement in positive activity. |  |  |  |  |
| **Advocate/Carer**  |  |  |  |  |
| **Other (please specify)** |  |  |  |  |

**Do you think you would need support with anything else? Is there anything else you would like professionals to know about you?**

**This is your document and your data – if you share this document it will be protected as documented below**

|  |  |
| --- | --- |
| **Data protection** | **Simple explanation** |
| **The information on this form will be held securely on an SCC, DWP or No Limits database and is covered by data protection legislation.** This means that you have the right to see the data and information that is kept about you if you wish. Southampton City Council is collecting this information to enable us to carry out this service effectively, and you may be contacted if we need further information that will assist us. Your information will be shared with certain organisations in order to assist you in gaining your search for work, including DWP in order to check your eligibility to join Young Adults Employment Hub. Your information will not be used for any other purpose or shared with any other organisations without your permission unless provided for by law. We will require written confirmation if you wish to withdraw your permission for data to be shared. Data will only be held for as long as necessary for the delivery of the service or the Council’s statutory functions.More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request. | **The information you put on this passport is confidential**You can ask your worker to see the information we hold about you at any timeWe’re collecting this information to help you find work. We may also share your information with the DWP to check you are eligible for the Young Adults Employment Hub.We will only share your information with your permission, unless we are legally obliged toYou will need to write to or email us to withdraw your permission for us to store and share your dataWe’ll only hold your data for as long as we need to in order to deliver the service[www.southampton.gov.uk/privacy](http://www.southampton.gov.uk/privacy)  |

**Your Employment Officer is:**

**Contact number:**

**Email address:**

**I am happy for my Employment Officer to store this passport on their database** [ ]

**No Limits worker is:**

**Contact number:**

**Email address:**

**I am happy for my No Limits worker to store this passport on their database** [ ]

**Your Work Coach is:**

**Contact number:**

**Email address:**

**I am happy for my Work Coach to store this passport on their database** [ ]

**Useful Websites and Links**

Young Adults Employment Hub: <http://access-southampton.co.uk/young-adults-employment-hub/>

Southampton Jobs Bulletin: <http://access-southampton.co.uk/jobs-bulletin/>

No Limits: <https://nolimitshelp.org.uk/>

Our social media links: <https://linktr.ee/sotoncareers>

**My meetings and appointments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| When: | Where: |  | When: | Where: |
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