



My Work Profile

Name: _____



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foundation for
people with
learning disabilities



When I grow up

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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:



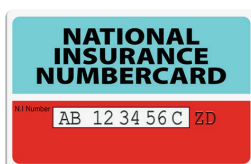
Mobile phone number:



Email address:



Date of birth:







National Insurance number:

Who helps and supports me

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

School and college

Name of school and/or college 	Date started 	Date finished 	Qualification or certificates 

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?

Work history



Name of employer

What did you do in this job?



How long were you there for?



What did you learn?



Work history



Name of employer

What did you do in this job?



How long were you there for?



What did you learn?







Section 2







My skills and 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
Be on time 	
Use a diary 	
Use a bus timetable 	
Use correct money to pay for things 	
Weigh 	
Measure 	





My skills – reading and writing

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

My skills – reading and writing

Skill	How well I can do this
Write familiar words 	
Write sentences 	
Fill out forms 	
Spell 	
Handwriting 	
Do puzzles or crosswords 	







My skills – computers and phones

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







My skills – computers and phones

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






My skills – communicating

Skill	How well I can do this
Speak 	
Use Makaton or BSL 	
Use pictures or symbols 	
Talk to familiar people 	
Talk to unfamiliar people 	
Communicate confidently 	

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
Kneel 	
Do fiddly things with my hands 	
Co-ordination 	
Carry 	
Other: 	
Other: 	

Being smart for work

Skill	How well I can do this
Wash and keep myself fresh every day 	
Brush my teeth every day 	
Wear clean clothes 	
Wear ironed clothes 	
Wear the right clothes for what I am doing 	
Notice if I need to wash or change my clothes 	

Travelling

Skill	How well I can do this
Travel on my own 	
Travel with someone else 	
Use a bus buddy 	
Go to new places 	
Ask for help 	
Keep safe when I'm out 	

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:

2nd

My quality:

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

**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 
A small building 		
A big building 		
Dressing smartly 		
Wearing a uniform 		
Wearing casual clothes 		
Sitting down 		









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 
Working with a few people 		
Working with lots of people 		
Having my boss nearby 		
Not having my boss nearby 		
Doing the same thing every day 		
Doing different things every day 		

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)



Shop work? What sort of work in a shop?



Catering?







Gardening?



Cleaning?

Preferences – the things that would make my ideal job (7)

	<p>Building work?</p>
	<p>Working with animals?</p>
	<p>Office work?</p>
	<p>Care work?</p>

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?
Travel training 	
Access to a taxi for work 	
Job coaching 	
Support worker 	
A mentor or buddy 	
Easy to read policies and procedures 	

Support I need at work (2)

Support	Is this needed?
Extra time in supervision 	
Extra time to complete tasks 	
Help when I'm worried 	
Other: 	
Other: 	
Other: 	

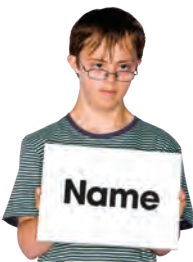
About me at work

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
Newbury
Berkshire
RG14 2FT

Phone

01635 555555

Email

Smith@gmail.co.uk

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**School Post – 16 (sixth form), Newbury. September 2015 – present.**

I am working towards my Duke of Edinburgh Award.

School, Newbury. 2003 – July 2015.

ASDAN Personal and Social Development Entry 2.

LAMDA Introduction Award. Drama at Preparatory level.

QFC Sports leaders award Level 1 in Sports Leadership.

Work experience**Hotel and Spa, Newbury**

Waiter, September 2015 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, Donnington, Newbury

Spa attendant, October 2014 to July 2015

- 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 2014 – Convenience Store, Newbury.

- 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 Trust 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, Newbury, Berkshire. Tel: 01635 444444

Section 4

My activity sheets



**You can keep your
completed activity sheets
from the workshops here**



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