



**STEPS**  
**INTO WORK**

## **Steps into Work Expression of Interest Form**

### **Work Experience Programme Jan 2019 – Dec 2019**

Dear Applicant,

Thank you for your interest in the Steps into Work programme starting in January 2019

**The deadline for returning your completed form is 5:00 pm Friday 5 October 2018.**

However, due to the level of interest in the programme and the need to process applications it would be appreciated if you could return your completed application form within 2 weeks of receiving.

**Please complete fully all sections of this form and return by post to:**

Steps into Work  
Transport for London  
Floor 1G1  
14 Pier Walk  
London  
SE10 0ES

**Or by email to:**

[stepsintowork@tfl.gov.uk](mailto:stepsintowork@tfl.gov.uk)





## **PLEASE COMPLETE ALL SECTIONS OF THIS FORM**

### **Section 1) Eligibility Criteria**

Please tick (or copy and paste this tick ✓) into the appropriate box

#### **Question 1:1**

Do you have a learning disability/autism spectrum diagnosis? **Yes**  **No**

#### **Question 1:2**

Are you aged 16 years or over? **Yes**  **No**

If **'Yes'** to the questions above - continue with the application.

If **'No'** to either of the questions above - then unfortunately you are not eligible for the Steps into Work programme.

### Question 1:4

Do you receive any of the benefits listed below?

Yes

No

Please tick the boxes below for the benefits you receive.

Type of Benefit	✓
Council Tax Benefit	
Jobseekers Allowance	
ESA - either WRAG or non WRAG	
Housing Benefit	
Income Support	
Pension Guarantee Credit	
Universal Credit	

Please note:

If you are 18 or over, have a full Level 2 qualification and you do not receive any of the benefits listed above, you will be required to pay the full course fees.



## Section 2) Personal Information

Title (Mr Ms Miss Mrs etc.)	
What is your first name?	
What is your surname?	
What are your middle names?	

## Your contact information

What is your home address and postcode?	
Home Phone Number:	
Mobile Number:	
Email:	
What is your preferred method of contact? (Please circle)	Home number / Mobile number / Email

## Section 3) Emergency Contact Details

In case of an emergency during the selection process, please provide us with details of someone we can contact:

Name of person to contact in an emergency Their relationship to you	
Their contact phone number	

**Section 4) Support**

Please give us the name and contact details of anyone who provides you with advice and support such as a paid support worker. We may need to contact them during the recruitment process.

<b>Name of Support Worker</b>	<b>Name of the organisation they work for</b>	<b>Phone</b>	<b>Email</b>

<b>Name of JCP Advisor (if applicable)</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>





**Section 5)**  
**Education, training and qualifications**

Please tell us in as much detail as possible about schools, colleges and any training you have done and any qualifications or certificates you have.

<b>School or College name</b>	<b>What qualifications or certificates did you get?</b>	<b>What grades did you get?</b>	<b>What date did you get them?</b>

## Section 6)

### Employment Background / Work Experience / Voluntary Work

Please tell us about any paid jobs, work experience or voluntary work you have done.

Employer	Job title & dates you worked there	Job duties – what did you do?

Note: if you need more space then you can continue with your employment background / work experience /voluntary work on an additional piece of paper. Please attach it to the back of this form.

## **Section 7) Health Conditions and Disabilities**

### **Question 7:1**

Having a learning disability and/ or being on the autism spectrum is a basic requirement for joining the programme.

Please tell us more about the difficulties you may have that are related to your learning disability that will require adjustments to be made during the assessment process.

### **Question 7.2**

Please tell us about any other health conditions, disabilities or difficulties you have that will require adjustments to be made during the assessment process.

## **8) Additional Information**

After reading the information about Steps into Work, please tell us, in your own words, why you would like to join the programme and what you hope to gain from the programme:

## **9) Interests and hobbies**

Please tell us what you like to do in your spare time / your interests & hobbies?

**Programme?** If through another person, please provide their name, role and organisation.

### 11) Declaration

I agree to the information within this form being used as part of Steps into Work. I understand that this information will be shared between the Steps into Work partners: Barnet and Southgate College, Transport for London and Remploy; and other organisations that Steps into Work may need to contact for this programme.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **11) Steps into Work - Programme Expectations**

The points below outline what is expected and required of participants on the Steps into Work programme

- Participant can commit to the full 12 month duration of the programme (January 2019 - December 2019)
- Participant will attend from 10.00 am to 15.30 pm, Monday to Friday and spend up to 4 hours per day in work placement and 1 hour per day in academic tutorials or workshops
- Participants will show excellent attendance and complete all 3 unpaid work experience placements during the programme
- Participants will dress appropriately and wear any personal safety equipment that is given
- Participants must get to and from their work experience placements on time
- Participants will treat the people they come into contact with during their work experience placements with respect and comply with TfL policies and procedures where required
- Participants will attend meetings with the job coach, tutor and placement manager to monitor how they are doing on the programme
- Participants will follow all instructions and requests set down by the programme and the work placement manager
- Participants must agree to work with Remploy to find a job when they finish the Steps into Work programme