**Appendix A : Redeployment Questionnaire**

PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | Forename: |  | Surname: |  |

|  |  |
| --- | --- |
| Home Address  (incl. postcode: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Telephone Numbers: | Work: |  | Home: |  |
| Mobile: |  |  |  |

|  |  |
| --- | --- |
| Email Address |  |

CURRENT POST

|  |  |  |  |
| --- | --- | --- | --- |
| Post: |  | Pay Band/Grade: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Department/Division: |  | Location: |  |
| Substantive Manager: |  | HR Officer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contracted hours of work/week: |  | Payroll No: |  |

Are you currently in a post that attracts special class status for pension purposes? Yes 🞏 No 🞏

Please provide a brief Statement of duties and/or achievements in current post:

CURRENT WORK PATTERN

|  |  |  |  |
| --- | --- | --- | --- |
| Days  worked | (describe number of days worked over a standard rota period – eg 5/7) |  | Sunday/Monday/Tuesday/Wednesday/Thursday/Friday/Saturday  (\*delete those which do not apply) |

|  |  |  |
| --- | --- | --- |
| Shift Length | (state normal shift length or, where this varies, describe shift durations over a standard rota period) |  |

|  |  |  |
| --- | --- | --- |
| Start/Finish times | (state normal start/finish times or, where this varies, describe start/finish times over a standard rota period) |  |

|  |  |  |
| --- | --- | --- |
| Regular unsocial hours working | (state regular unsocial hours worked (ie weekday nights, Saturdays or Sundays) or, where this varies, describe the average number of such hours worked over a standard rota period) |  |

|  |  |  |
| --- | --- | --- |
| Contractual on-call | (state on-call frequency over a standard rota period & associated payments) |  |

DETAILS OF PREVIOUS EMPLOYMENT

|  |  |  |
| --- | --- | --- |
| Post | Department/Organisation | Brief Description of Duties/Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

CURRENT TRAVEL ARRANGEMENTS

|  |  |
| --- | --- |
| Current mode of transport to and from work: |  |

|  |  |
| --- | --- |
| Distance to and from work: |  |

|  |  |
| --- | --- |
| Current travel costs per week/month: |  |

|  |  |  |
| --- | --- | --- |
| Do you have a current full driving licence? | Do you have access to a vehicle? | Do you have a Lease or Crown Car? |
| Yes/No | Yes/No | Yes/No |

Please provide a brief list of qualifications

Please provide a brief list of key knowledge, skills and experience

EMPLOYMENT OPTIONS

(Please list type of posts you may be interested in, in order of preference)

|  |  |
| --- | --- |
| 1. |  |

|  |  |
| --- | --- |
| 2. |  |

|  |  |
| --- | --- |
| 3. |  |

|  |  |
| --- | --- |
| 4. |  |

PREFERRED HOURS / SHIFT PATTERN

PREFERRED LOCATION

|  |  |
| --- | --- |
| 1. |  |

|  |  |
| --- | --- |
| 2. |  |

|  |  |
| --- | --- |
| 3. |  |

DO YOU HAVE ANY OTHER CIRCUMSTANCES THAT SHOULD BE TAKEN INTO CONSIDERATION?