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**CYCA: Connecting Youth, Children & Adults**Unit 2, Dragon 24, North Dock, Llanelli SA15 2LF
01554 776178 | support@cycaonline.org
Registered Charity Number: 512720
www.cycaonline.org

CYCA Details

|  |
| --- |
| Post Applied for: |

**Full Name**

**DOB**

**Address**

**Contact number** **Email address**

**EMPLOYMENT present / most recent**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | **Full/Part Time** | **Salary** | **Start date:** |
| **Reasons for leaving:**  | **Finish date:** |
| **Full Name of Employer** | **Address of Employer including postcode** |
| **National Insurance Number**  | **Period of notice required** |

 **REFEREES**

**Please give the names and full addresses of two persons to whom reference can be made. One should be your present or most recent employer if possible. References will not be sought until after an offer of employment is verbally accepted by the candidate.**

|  |  |
| --- | --- |
| **Name** **Position****Address & postcode****Tel No:****Email:** | **Name** **Position** **Address & postcode****Tel No:** **Email:** |

**MAIN DUTIES AND RESPONSIBILITIES OF CURRENT POST OR MOST RECENT POST**

|  |
| --- |
|  |

**PREVIOUS EMPLOYMENT (Please list all previous employment, most recent first, including voluntary work)**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Employer, job title and final salary (approx)** | **a) Main duties****b) Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
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**OTHER RELEVANT EXPERIENCE**

|  |
| --- |
| **Please describe any other relevant experience that you may have** |

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **School/University** | **Subjects Taken** | **Level/Grade** | **Year of Award** |
|  |  |  |  |  |  |

**Please give details of all relevant short training courses you have undertaken, academic or vocational**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Provided By** | **Duration** | **Date** |
|  |  |  |  |

**SUPPORTING INFORMATION Please refer to the Job and person description.**

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**If selected for interview, are there any special arrangements that you require to facilitate your attendance?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REHABILITATION OF OFFENDERS ACT 1974**

**A criminal record will not automatically exclude an applicant from being considered for this post so long as the offence(s) is not incompatible with the post. This post is exempt under the Rehabilitation of Offenders Act 1974 and you are required to disclose all convictions, even those which are spent. You are required to list below details of the offence(s) and sentence imposed including fines. You should be aware that information provided below will be checked at appointment. Failure to provide information or to disclose offences will lead to instant dismissal if your application for the post is successful.**

**Please note this post will require a DBS clearance check.**

|  |
| --- |
| **Nature of Offence(s)**  |
| **Date(s) of sentence(s)**  |
| **Sentence(s) received**  |
| **Please add any further information you might wish to give here**  |

NB: please ensure you complete the separate
EQUAL OPPORTUNITIES IN EMPLOYMENT form