

APPLICATION FOR EMPLOYMENT



Clybiau Plant Cymru Kids' Club is committed to a policy equal opportunity. To ensure equal opportunities, this page will be removed for shortlisting purposes. Successful applications will be subject to a CRB Check at the appropriate level. **Please complete this application form legibly and in black ink.**

Applications will NOT be considered if this form is not completed in full. Please note that supplementary information and CVs are not accepted.

Position Applied for: Support Worker, Conwy

1. Personal Details

Surname: _____ Forename/s: _____

Address: _____

County: _____ Postcode: _____

Home Telephone No: _____ Mobile Telephone No. _____

Email Address: _____

2. References

Please give the name and contact details of two referees. Referees may NOT be family members or friends. **Personal references are NOT acceptable.** NB. Referees will only be contacted if you are offered the position.

Referee 1

Name: _____

Job Title: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Referee 2

Name: _____

Job Title: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Office Use Only:

Job Ref Number: SW/CON/07/08/6

Form Number: _____

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3. Previous / Most Recent Employment

Please list details of your last 4 places of employment, starting with your current / most recent job. This should include details of any voluntary work.

Employer Name & Address	Dates of Employment:	Job Title	Main Duties

a) What is your current / most recent role? _____

b) Tell us in the space below about your current / most recent role. (Continue on another sheet if required)

c) What do you consider to be your strengths within your current / most recent role?

d) What do you consider to be your biggest challenges within your current / most recent role?

e) Why are you applying for this role?

f) If currently employed, what is your notice period? _____

4. Job Related Questions

a) Do you have any knowledge or experience of out of school activities or clubs? If so, please give further information.

b) Have you any experience in supporting out of school childcare clubs or any other community group? If so, please give an example of how you have supported a particular club or group.

c) What is your experience of fundraising?

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d) Have you ever worked for, or alongside any other childcare organisations? Or have you worked with children? If so, in what capacity?

e) Have you any experience of working with Committees? If so, please give details.

f) Do you have a driving licence and access to a vehicle to use for work?

g) Do you speak or write Welsh at any level?

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Please give details of any relevant training courses (including short courses and any Clybiau Plant Cymru Kids' Clubs you have attended). Please start with the most recent.

Training Course	Date Undertaken

CRIMINAL RECORDS CHECK

If successful, applicants will receive a conditional offer of employment, subject to satisfactory references and a standard / enhanced CRB Check. Applicants are encouraged to volunteer any information about their criminal record that they feel may be relevant to this post. Failure to reveal relevant information that is later revealed by a CRB Check may result in a conditional offer of employment being withdrawn. If you wish to volunteer information about your criminal records, please send information under separate cover, marked **PRIVATE & CONFIDENTIAL** FAO Shelley Jenkins, Administration Manager. Please **DO NOT** enclose such information with this application form.

Before a formal offer of appointment is made Clybiau Plant Cymru Kids' Clubs will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of educational qualifications and a copy of their birth certificate.

I certify that the information given in this form or accompanying this form is correct. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: _____ **Date:** ____ / ____ / 2008

Please return the completed form to the address below by the closing date indicated:

**Clybiau Plant Cymru Kids' Clubs
RECRUITMENT – PRIVATE & CONFIDENTIAL
Bridge House, Station Road
Llanishen, Cardiff, CF14 5UW**

Closing Date: 01/08/2008