**Digital Inclusion Worker: Application Form**

*Instructions: Complete all fields truthfully, completely and accurately; failure to do so could invalidate your application. Please refer to the ‘tips on completing the application form on page 7. Your form should be completed and submitted to Dani Waddell via email at* ***Daniw@cyca.org.uk****. If you have any questions about the form please contact Dani Waddell via email. The closing date for all applications is* ***5pm on Friday 8th August 2025***

**Section 1: Personal Details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Home telephone (incl. area code)** |  |
| **Mobile** |  |
| **Email** |  |

**Section 2: Career History**

*Instructions: Only include details for your current job and the two previous roles. If necessary, summarise earlier roles in section 2.3.*

***2.1 Current Employment***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Notice period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |

***2.2a Previous Employment (one of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |

***2.2b Previous Employment (two of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |

***2.3 Summary of Earlier Roles***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Job Title** | **Employer** | **Period** |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |

**Section 3: Education, Professional Qualifications and Training**

***3.1 Secondary School/Adult Education***

|  |  |
| --- | --- |
| **Period Attended School** |  |
| **Standard Grades / O-Levels / GCSEs**Only detail the number of passes and the corresponding grades (e.g. Creditx2, General x4) – you do not need to list the subject |  |
| **Highers / A Levels**Detail the subjects passed and the corresponding grades (e.g. Maths - C) |  |
| **Advanced Level / Sixth Year Studies**Detail the subjects passed and the corresponding grades  |  |

***3.2 Further Education***

*Instructions – detail further educational qualifications*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Grade (if applicable)** | **Place of Learning** | **Year Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***3.3 Professional Qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Professional Body** | **Year Gained** | **Current Member of Body? (Y/N)** |
|  |  |  |  |
|  |  |  |  |

***3.4 Other Key Learning & Training Events***

|  |  |  |
| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 4: Other Details**

|  |  |
| --- | --- |
| **Please confirm the basis for your right to work in the UK** | UK National/EU National/Visa (delete as appropriate) |
| **If applicable, please confirm Visa/Permit Expiry Date**  |  |
| **Have you a current, full (i.e. not provisional) UK driving license?**  | Yes/No (delete as appropriate) |
| **Do you own/have access to an appropriately insured and MOT’d car?** | Yes/No (delete as appropriate) |

**Section 5: Referees**

*Instructions – Please give details of TWO people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer. If you do not wish us to approach your referees prior to interview, please make the appropriate selection below.*

***5.1 Referee 1***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** | Y/N (delete as appropriate) |

***5.2 Referee 2***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** | Y/N (delete as appropriate) |

**Section 6: Reasons for Applying – Your Supporting Statement**

*Instructions – The Job Description details the key areas of responsibility, outputs, skills, experience and competencies required for this role. Please ensure that you take time to consider these, understand them and do not make any assumptions. In your supporting statement below, use your own experience to evidence how you meet the requirements of the role and detail why you are the right candidate.*

|  |
| --- |
| **Supporting Statement (maximum 800 words)** |

**Section7: Declaration**

*Before submitting your application, please read the following:

If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.

'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand too that a standard or enhanced disclosure check may be sought in the event of my application being successful.’*

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 7 above** | *Yes / No*  |
| **Name** |  |
| **Signed** |  |
| **Dated** |  |

**Submitting your Application Form**

*Your form is to be submitted electronically via email to* *Daniw@cyca.org.uk*

 *If you have any questions about the form please contact Dani Waddell via email on the above address.*

*The closing date for all applications is* ***5pm on Friday 6 June 2025***

***Tips on completing the application form:***

1. Make it easy for us! When we read your application we are looking for evidence that you have the skills and experience listed in the **person specification**. So when you fill in the supporting statement section please take each element of the person specification and provide a few sentences under each to explain how you meet that particular requirement. We may reject your application if you do not follow this approach.

2. Spell it out. For example, if you say that you have worked as an administration officer we cannot assume you have the skills we need. You need to explain briefly what specific administration tasks and responsibilities you carried out and relate them to the skills we are looing for in our person specification.

3. Give evidence rather than assertions. Don’t say ‘I have super financial management skills’. Give a short summary of specific financial management work you have done. That way we can judge for ourselves if you have the skills we are looking for.