Honeycroft is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please complete this form and return it to: centremanager@honeycroft.co.uk Please ensure you complete all sections as fully as possible.

PERSONAL DETAILS

First Name(s):

Surname:

Permanent Address (in full):

Postcode:

Mobile Phone Number:

Email address:

National Insurance Number:

Are you eligible to work in the UK? Yes/No

Do you have any restrictions on taking up employment in the U.K.? If yes, please supply details:

* Yes
* No

**EDUCATION & QUALIFICATIONS - Secondary Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **Type of Qualification Gained (eg. GCSE)** | **Subject/s and Grade/s**  **(eg. English, C)** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PROFESSIONAL OR VOCATIONAL QUALIFICATIONS - relevant to your application including any childcare qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Establishment** | **Type of Qualification Gained** | **Subject/s and Grade/s** | **Date** |
|  |  |  |  |
|  |  |  |  |

**PERSONAL DEVELOPMENT** – **any other relevant training and learning completed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of courses** | **Outcome achieved** | **Organised by** | **Date** |
|  |  |  |  |
|  |  |  |  |

**CURRENT OR MOST RECENT EMPLOYMENT**

Position Title:

Name of Employer:

Company:

Address:

Email address:

Start Date:

Finish Date or Notice Required:

Reason / s for leaving:

Please give brief description of duties and responsibilities:

**Employment history (Most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Employer** | **Position (title) and reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Gaps in employment**

Please provide information on any gaps in employment. *(Explanation of employment gaps will be required if an offer of employment is made).*

|  |  |
| --- | --- |
| **Reason for gap** | **Dates (month and year)**  **From To** |
|  |  |
|  |  |

**Please give details of any hobbies, interests or leisure activities you take part in.**

**ESSENTIAL SHORTLISTING CRITERIA**

*Using the personnel specification and job description, how does your knowledge, skills and experience relate to the post?*

**If you are successful in your application when will you be able to start?**

Date:

**REFERENCES**

At least one of the references should be able to comment on your work with children and should preferably be your most recent employer. They should not be a relative or personal friend. If shortlisted, references will be obtained that will include questions about past disciplinary actions or allegations in relation to behaviour with children. In addition previous employers may be approached for information to verify particular experience or qualifications.

**Reference 1**

Name

Company Name

Job title

Email address

In what capacity do you know them?

Are we able to contact the Referee prior to interview?

* No
* Yes

**Reference 2**

Name

Company Name

Job title

Email address:

In what capacity do you know them?

Are we able to contact the Referee prior to interview?

* No
* Yes

**CRIMINAL RECORDS HISTORY**

This role has been defined as regulated activity and is subject to an enhanced DBS check. It is a criminal offence to apply for or accept a position working with children if you have been barred from/listed as unsuitable to engage in regulated activity/work with children.

|  |  |  |
| --- | --- | --- |
| **self-disclosure** | **YES / NO** | **If ‘YES’ please provide further information** |
| Do you have any unspent conditional cautions or convictions in the UK or overseas? | YES / NO |  |
| Do you have any spent adult cautions (simple or conditional) or convictions in the UK or overseas that are not protected (i.e. eligible to be filtered) as defined by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978? | YES / NO |  |
| Are you included on the list of people barred from/listed as unsuitable to engage in regulated activity/work with children? | YES / NO |  |
| If you are not currently barred from working with children, have you been referred to the Disclosure and Baring Service (DBS) or Disclosure Scotland for consideration to be added to one of the lists? | YES / NO |  |
| Have you ever been known to any children’s services department or police as being a risk or potential risk to children? | YES / NO |  |
| Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you? | YES / NO |  |
| Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your employment? | YES / NO |  |
| Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licencing body in any country? (as applicable)  *Sanctions may include: Warnings, conditions, limitations, suspensions removal or any other restrictions that may have applied to your professional registration.* | YES / NO |  |

**DECLARATION**

* For the purpose of the Data Protection Act 1998, I consent to the information contained on this form, and any information received by or on behalf of Honeycroft relating to the subject matter on this form, being processed by them in administering the recruitment process. I declare all the information given is complete and accurate.
* I understand that the provision of false or misleading information in connection with my application or the omission of relevant information may result in this application being rejected / withdrawal of any employment offer and possible criminal prosecution
* I confirm I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, The Secretary of State or regulatory body.

**Signature:**

**Date:**

**Please return completed and email** [**centremanager@honeycroft.co.uk**](mailto:centremanager@honeycroft.co.uk)