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| **Honeycroft Job Application Form**  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: **Honeycroft, St. Barnabas Hall, Sackville Road, Hove, BN3 3WF** or email it to [centremanager@honeycroft.co.uk](mailto:centremanager@honeycroft.co.uk)  By application deadline: **5pm Friday 3 August 2018**  Please provide clear evidence and examples to explain how you meet the criteria outlined in the job description and personal specification. Please ensure you complete **all** sections as fully as possible.  **Application for the post of Coffee Shop Supervisor (part time, maternity cover)** | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | |
| Surname: | | | | | | | | |
| First Name(s): | | | | | | | | |
| Permanent Address *(in full):*  Postcode: | | | | | | | | |
| Home Telephone Number *(inc. STD code):* | | | | | | | | |
| Mobile Phone Number: | | | | | | | | |
| Email address: | | | | | | | | |
| National Insurance Number: | | | | | | | | |
| Are you eligible to work in the UK? | | | | | | Yes | | No |
| Asylum and immigration act 1996 Are you eligible to work in the U.K.? | | | | | | Yes | | No |
| Do you have any restrictions on taking up employment in the U.K.? *If yes, please supply details:* | | | | | | | | |
| **Education & qualifications** - Secondary Education | | | | | | | | |
| **Name of School** | | **Type of Qualification Gained (eg. GCSE)** | | | **Subject/s and Grade/s**  **(eg. English, C)** | | **Date** | |
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| **Employment history (Most recent first)** | | | | | | | | |
| From | To | Name of Employer | Address | | Position (title) and reason for leaving | | | |
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| **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** | | |
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| Please give details of any hobbies, interests or leisure activities you take part in. | | | | | | | | |
| **Essential Shortlisting Criteria**  Using the personnel specification, how do your knowledge, skills, experience relate to this post? For example, if you are asked to demonstrate excellent organisational skills, you should provide examples of occasions when you have put this skill into practice and the outcomes that you achieved as a result of this. | | | | | | | | |
| If you are successful in your application when will you be able to start? | | | | | | | | |
| **References**  At least one of the references should be your most recent employer. They should not be a relative or personal friend. | | | | | | | | |
| **Reference 1** | | | | | | | | |
| Name | | | | | | | | |
| Company Name | | | | | | | | |
| Job title | | | | | | | | |
| Address: | | | | | | | | |
| Telephone (*inc STD Code*) | | | | | | | | |
| 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 | | | | | | | | |
| Address | | | | | | | | |
| Telephone (*inc STD Code*) | | | | | | | | |
| Email address: | | | | | | | | |
| In what capacity do you know them? | | | | | | | | |
| Are we able to contact the Referee prior to interview? No | | | | | | | | Yes |
| **Criminal Records History**  The fact that a person has a criminal record or has convictions or criminal investigation pending does not automatically render him/her unsuitable for this type of work. Suitability is assessed in the light of all the information available. | | | | | | | | |
| Do you currently hold a CRB or DBS check? No | | | | | | | | Yes |
| Is there any reason why you cannot work in regulated activity? No | | | | | | | | Yes |
| **Declaration** | | | | | | | | |
| I declare that the information I have provided in this application for employment is, to the best of my knowledge 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 rejection of my application, or in summary dismissal, if Honeycroft has employed me. I authorise Honeycroft to process any personal data given on any part of this form.  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 that the information I have given on this form is complete and accurate and that 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. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any employment offer and possible criminal prosecution | | | | | | | | |
| Signature | | | | Date | | | | |

Please return completed forms along with Equal Opportunities Monitoring from to: **Honeycroft, St. Barnabas Hall, Sackville Road, Hove, BN3 3WF** or email it to [centremanager@honeycroft.co.uk](mailto:centremanager@honeycroft.co.uk) by application deadline: **5pm Friday 3 August 2018**