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

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.

**Which job are you applying for:**

* Early Year Practitioner
	+ Part time
	+ Full time
* 121 Year Practitioner
	+ Part time
	+ Full time
* Out of School Services Supervisor
* Out of School Club Bank Staff

**PERSONAL DETAILS**

Surname:

First Name(s):

Permanent Address (in full):

Postcode:

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:

* 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 | Address | 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.

**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**

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**