



SUPPORT STAFF APPLICATION FORM

The Honeycomb Education trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The information you provide on this form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application in full. **CV's will not be considered.**

Please return your completed application form as stated in the advertisement/application pack

Vacancy Details

Job Title:	
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It is the policy of the Honeycomb Education Trust to ensure that all appointments are made on merit. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

Personal Details

Title:	
First name(s):	
Last name:	
Known as:	
Date of Birth:	
Address:	
Postcode:	
Contact Number:	
Email address:	
National Insurance Number:	

Eligibility to work in the UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK? Yes No

DECLARATIONS

I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.

I understand that in line with the Data Protection Act 1998 and subsequent legislation, I am giving my consent to the disclosure of limited data for statistical purposes, to other public sector organisations such as the Job Centre, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

I understand that the Honeycomb Education Trust has a duty to protect public funds and may use the information supplied in this form to prevent and detect fraud. We may also share this information for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information.

YES

REHABILITATION OF OFFENDERS

This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Declarations

Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?

Yes No

If yes, please state;

Do you have any previous offences/s? If so please give details

Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence/s	Date of Offence/s	Disposal (if known)

- I agree to a disclosure being sought through the Disclosure and Barring Service (previously Criminal Records Bureau) about the existence and content of any criminal record.
- I confirm that I am not included on the ISA Children’s Barred List and am therefore not disqualified from working with either of these vulnerable groups.
- I confirm that I am not subject to any sanctions imposed by a regulatory body, such as the Health & Care Professions Council (HCPC), which would prevent me from undertaking the duties of the post I am applying for.
- I confirm that I am not subject to any on-going investigation into any matter which may bring into question my suitability for the post I am applying for.
- If successful in obtaining this post I will immediately notify my headteacher and HR department, if during the course of my employment, I am convicted, cautioned, included on any of the Barred Lists, or if my suitability to work with children or vulnerable adults is ever questioned.

Please type Yes in the box to confirm your agreement to the above	
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DBS		
Should you be successful in your application, it will be necessary to carry out a DBS Check prior to commencing your employment. Please confirm the following:		
Have you ever lived or worked outside of the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do we have your permission to add your DBS to the Update Service ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

REFERENCES
<p>Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)</p> <p>References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children.</p>

First referee (usually current or most recent employer)	
Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Telephone number:	

Email address:	
Relationship to you:	

Second referee (usually Previous employer)	
Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Telephone number:	
Email address:	
Relationship to you:	

EMPLOYMENT HISTORY

This gives those recruiting an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

Employment Experience

Name of current/most recent employer:	
Job Title:	
Address:	
Postcode:	
Salary and benefits:	
Date from (dd/mm/yyyy):	
Date to (dd/mm/yyyy) (if applicable):	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history.

Previous Employment Experience

Name of previous employers	Job Title	Address	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Reason for leaving	Provide brief details of your duties

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, please ensure that they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

EDUCATION

Qualifications	Grade	Where Obtained	When Obtained

MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body	Level & method of Membership	Membership Number	Date of Membership

TRAINING / DEVELOPMENT

Subject	Provider	Date Attended

SUPPORTING INFORMATION

Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Always remember to specify your responsibilities rather than those of your section or department**

