# Application Honeypot Children’s Charity

# Confidential

# Personal details

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| --- | --- | --- | --- |
| Title |  | Full name |  |
| Phone |  | Email |  |
| Address (inc. postcode) |  | | |
| National Insurance Number |  | Do you have a current full UK driving license? |  |
| Do you have the right to work in the UK? |  | Is your right to work in the UK restricted? |  |
| If your right to work is restricted, please specify restrictions |  | | |

# 2. Current Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name | | Address | Position held |
|  | |  |  |
| Date of Appointment | Salary | Notice period | |
|  |  |  | |
| Give a brief summary of your main responsibilities and duties | | | |
|  | | | |

# Previous employment

Please provide full and accurate details since leaving school.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, address, telephone and email of employer | Post Held | Employment dates  (mm/yyyy) | | Reason for leaving |
| From | To |
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# 4. Gaps in work history

You must account for any gaps in your employment that are longer than a month (i.e., voluntary work or time off for family etc.). Please continue on separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Gaps in work history | Dates (mm/yyyy) | | Reason for gap |
| From | To |
|  |  |  |  |
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# 5. Education and qualifications starting from Secondary School

*Successful applicants must produce original certificates of qualifications on request.*

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| --- | --- | --- | --- |
| Name of School, College or University | Dates (mm/yyyy) | | Qualification and grades |
| Start date | End date |
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# 6. Further relevant training/qualifications and any professional registration details and dates

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# 7. Letter of application or supporting statement

Please include more details of your experience, skills and further information in support of your application for this particular role. Your statement should be no longer than two pages.

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# 8. References

Please give details below of two referees who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer; the other should be your next most recent employer.**

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| --- | --- | --- | --- |
| **Reference 1: This must be your current or most recent employer** | | | |
| Contact Name |  | Contact Position |  |
| Company Name |  | | |
| Address (including  Postcode) |  | | |
| Mobile/phone |  | Email |  |
| Position you held |  | Dates of employment |  |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 2: This must be your next most recent employer** | | | |
| Contact Name |  | Contact Position |  |
| Company Name |  | | |
| Address (including  Postcode) |  | | |
| Mobile/phone |  | Email |  |
| Position you held |  | Dates of employment |  |
| Reason for leaving |  | | |

**9. Important notes or information that you think are relevant, but have not already been included**

It would be helpful to include in this section any reasonable adjustments you would wish us to make in the event you are invited for interview, in order to assist with interview planning.

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**10. How did you find out about this position?**

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**11. Safer Recruitment: Declaration of Criminal Offences**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”.** The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Have you ever been convicted of any criminal offences, warned or reprimanded or been officially cautioned in relation to any such offence?

*If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.*

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the Teaching Agency?

*If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.*

**PLEASE NOTE;** If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity. **Failure to disclose relevant child protection information may be deemed to be a disciplinary offence.**

**12. Declaration**

Are you related to any employees at The Honeypot Children’s Charity?

If yes, please state their name and the relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.
* In signing this form, I give my consent for The Honeypot Children’s Charity to use my personal data for these purposes and I understand that I can withdraw my consent at any time.
* I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.
* I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies>and I understand how DBS will process my personal data and the options available to me for submitting an application.

You cannot sign this form on screen. By submitting an e-mail application, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

**I certify that to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to a disciplinary action or dismissal.**

**If you have any queries, please contact:**

HR Department

The Honeypot Children’s Charity

19 Berghem Mews

Blythe Road

London

W14 0HN

Tel: 020 7602 263

This application form can be returned to **The Honeypot Children’s Charity** by email. Please use your surname to name and save this document and email to: recruitment@honeypot.org.uk

Alternatively, you can post this application.

This form will be acknowledged by email, and you will be contacted following shortlisting to let you know the outcome of your application.

**Safeguarding and the recruitment process**

***Designated Safeguarding Leads:***

*Leads: Operations Managers – Steve Robinson and Sheri Rogers*

Statutory guidance issued by the DfE's ‘Keeping Children Safe in Education’ states that schools should ensure that written recruitment and selection policies and procedures are in place in order to help deter, reject or identify people who might abuse children. The full Application and Recruitment policy can be requested from the Personnel manager.

The Honeypot Children’s Charity is fully committed to all measures to protect the children and young people in our care and takes all reasonable measures to prevent potential abusers from having any access to the sites and to co-operate fully with all other agencies who are part of the child protection process in our operating areas. All measures will be taken in accordance with Safer Recruitment guidelines to minimise the risk of inappropriate individuals gaining access to the charity as employees or volunteers.

All staff and volunteers in the charity are expected to show commitment to the principles and good practice of child protection as set out in the charity’s Safeguarding Children Policy and in Local Authority guidance and procedures. The charity will fully support staff and volunteers in this process by ensuring that full training, guidance and support is provided to enable everyone to operate safely and appropriately with children and young people.

All concerns of a child protection nature will be fully recorded on personnel files, with copies provided to the individual, and may well be included in any future references which we are requested to write for that individual.

Failure to disclose relevant child protection information may be deemed to be a disciplinary offence.

Staff or volunteers who have any queries about child protection issues or who require further guidance or support should approach one of the Designated Leads as detailed above. Full details on Child Protection and Safeguarding can be found in the relevant policy.