

**CONFIDENTIAL**

**Application Form**

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| **POST APPLIED FOR:** | | | | | | | | **xxxxx** | | | | | | | |
| Please read the guidance notes in appendix A before completing this form.  Please write clearly in black ink or type as this form will be photocopied.  Incomplete application forms will not be considered. Olive Academies does not accept CVs alone. CVs will only be considered as part of the additional information on a fully completed form.  Please email the completed application form and equality and monitoring form to the following email address: xxxxxxx | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | |
| **Title:**  Mr/Mrs/Miss/Ms | | | **First name(s):** | | | | **Last name:** | | | | | | | |
| **Address:**  **Postcode:** | | | | | | | **Work tel no:**  **[if convenient to receive a call]**  **Home tel no:**  **Mobile no:**  **Email:** | | | | | | | |
| **If your postal address is different to the above, please insert details here:**  **Address:**  **Postcode:** | | | | | | | | | | | | | | |
| **Do you have the legal right to live and work in the UK?** | | | | | | | | | | | | | Yes No | |
| **Is this subject to having a work permit?** | | | | | | | | | | | | | Yes No | |
| You will need to produce photographic identification and proof of the above if you are called to interview (see appendix B for guidance). | | | | | | | | | | | | | | |
| **National Insurance Number** | | | | | | | | | | | |  | | |
| **Teacher Reference Number [DfE]**  For teaching staff vacancies only | | | | | | | | | | | |  | | |
| **Do you hold Qualified Teacher Status?**  For teaching staff vacancies only | | | | | | | | | | | | Yes  No  If yes, please give date of award: | | |
| **QTS/DFE Certificate Number**  For teaching staff vacancies only | | | | | | | | | | | |  | | |
| **Have you successfully completed a period of induction**  **as a qualified teacher in this country?**  For teaching staff vacancies only | | | | | | | | | | | | Yes  No  If yes, please give details of completion: | | |
| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | | | | | | |
| **Name of employer:**  **Address:**  **Post Code:**  **Telephone No:**  **Date Started:**  **Date Left [where applicable]:** | | | | | | | | | | **Job title/post held:**  **Grade/Spine Point:**  **Current salary:**  **Notice required:**  **Reason for leaving / wishing to leave:** | | | | |
| **Brief description of main duties/responsibilities:** | | | | | | | | | | | | | | |
| REFERENCES Please supply the names and addresses of two referees, one of whom should be your current or most recent employer and the other a previous employer or someone who knows you in a professional or training/education context.  Please note that references will be required prior to interview for all school posts, teaching and non-teaching. If you do not wish this to happen, please let us know.  Please ensure the correct email addresses are supplied as referees will be contacted via this method. | | | | | | | | | | | | | | |
| **Referee No 1**  **Current/most recent employer** | | | | | | **Referee No 2**  **Previous employer** | | | | | | | | |
| **NAME:**  **Job title**  **Company name:**  **Address:**  **Telephone number:**  **Email:**  **Relationship:** | | | | | | **NAME:**  **Job title:**  **Company name:**  **Address:**  **Telephone number:**  **Email:**  **Relationship:** | | | | | | | | |
| I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. | | | | | | | | | | | | | | |
| **Signed** | | | | | | **Dated:** | | | | | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | |
| Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work [most recent first]. Continue on a separate sheet if necessary. | | | | | | | | | | | | | | |
| **Dates**  **from/to** | | **Name and address of organisation** | | | **Salary** | | | | **Job/role and brief description of duties** | | | | | **Reason for leaving** |
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| **EDUCATION, QUALIFICATIONS & TRAINING** | | | | | | | | | | | | | | |
| **Secondary/Further** | | | | | | | | | | | | | | |
| **From** | **To** | | | **Qualification results with grades** | | | | | | | **School/college/university** | | | |
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| **Higher/professional** | | | | | | | | | | | | | | |
| **From** | **To** | | | **Qualification results with grades** | | | | | | | **School/college/university** | | | |
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| **Other training courses attended eg In-service training [during last 3 years]** | | | | | | | | | | | | | | | |
| **From** | **To** | | | **Qualification results with grades [where applicable]** | | | | | | | **Provider** | | | | |
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Please include all relevant information within the form and not on separate sheets

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| **PERSONAL STATEMENT** |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements outlined in the person specification [using a font size of no lower than 11 and limited to these two pages]. |

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| **PERSONAL STATEMENT [continued]** | | | |
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| **ADDITIONAL INFORMATION** | | | |
| Have you ever been dismissed from employment for a reason other than redundancy? | | Yes  No | |
| If yes, please give reasons: | | | |
| Have you ever been suspended or subject to disciplinary action in any employment? | | Yes  No | |
| If yes, please give reasons: | | | |
| **RELATIVES** | | | |
| **Are you related to, or the partner of, any member, employee or director of Olive Academies MAT?** | Yes  No | | |
| If yes, please state their name, role and their relationship to you. |  | | |
| **SAFEGUARDING STATEMENT** | | | |
| Olive Academies is committed to safeguarding and promoting the welfare of its pupils and expects all employees and volunteers to share this commitment. | | | |
| **DECLARATIONS (CONFIDENTIAL)** | | | |
| **CRIMINAL CONVICTIONS** | | | |
| The Rehabilitation of Offenders 1974 [Exceptions] [Amendment] Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people **must** disclose **any** criminal record. This will include any spent convictions or sentences.  **Applicants should note that providing false information to obtain employment is a criminal offence.**  Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.  Olive Academies is committed to safeguarding the welfare of our pupils. An Enhanced Disclosure and Barring check will be carried out on all successful applicants and if not already expected to subscribe to the update service.  Disclosure of a criminal record will not necessarily debar you from employment. This will depend upon the nature of the offence(s), frequency and when they occurred. | | | |
| **Please answer the following:** | | |  |
| Have you previously used, or do you currently use, any other surname(s)? | | | Yes  No |
| If yes, state the other surname(s) you use(d): | | |  |
| Are you disqualified for caring for children? | | | Yes  No |
| Have you been barred from working with children? | | | Yes  No |
| Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise) | | | Yes  No |
| If yes, when did this take place? | | |  |
| Are there any current criminal proceedings against you? (This includes any cautions, bind overs, police warnings or pending prosecutions.) | | | Yes  No |
| **FITNESS TO WORK DECLARATION/HEALTH** | | |  |
| Do you have any health or medical issues that you consider would impact your ability to undertake the position offered and/or do you require any additional adjustments or support?  *If you have said yes, and are called to interview, you will be contacted regarding completion of a confidential Pre-employment Health Assessment form* | | | Yes  No |
| **DATA PROTECTION** | | | |
| I understand that the information contained in this form is personal data which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1984 and 1998.  I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal. | | | |
| Please tick the box and sign below or type your name to confirm that you have read, understood and agree with the above. If you are returning this form by email, you will be asked to sign your application if you are called for interview. | | | |
| I have read, understood and agree with the above.  **Signed:** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name: | | | |

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| **WHERE DID YOU HEAR ABOUT THIS VACANCY?** |
| TES  Guardian  Academy website  online newspaper/job board    Word of Mouth  online Local authority website  other (specify) |

Before sending your completed form, please read through it to ensure all sections of the application have been fully completed and you have addressed all the criteria in the person specification.

**Equalities Monitoring Form (confidential)**

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

**Post applying for:**

**Name:**

**Age** 16-24yrs:  25-29 yrs:  25-29yrs:  30-39yrs:

40-49yrs:  50-59yrs: ▢ 60yrs or over:

**Gender:**  Male  Female

**Nationality:**  British  Irish

Other EU country Other Non EU country

**Ethnicity:**

Please indicate your ethnic origin:

**A White B Mixed C Asian & Asian British**

British White & Indian  White & Black African Pakistani

Irish  White & Black Caribbean  Bangladeshi

Other White background \*  White & Asian  Other Asian \*

Other Mixed background

**D Black & Black British E Chinese or other group**

African  Chinese  I do not wish to disclose

my ethnic origin

Caribbean  Any other background \*

Other Black background \*

**\*** Please indicate any other ethnic background:

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment. Please let us know if additional support is required.

Do you consider yourself to have a disability?

Yes  No  I do not wish to disclose my disability

**Appendix A**

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| **GUIDANCE ON COMPLETING THE APPLICATION FORM** |
| Please read these notes carefully as they have been written to help you make the best of your application. |
| **Personal details** |
| Complete this section fully and clearly. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment. |
| **Present or most recent employment** |
| It is important to give full information, including the organisation or school you currently work in, or most recent employment if not currently working, full dates, addresses and other requested details. |
| **References** |
| For all school based employees, your referees will be contacted prior to interview under the DfE safeguarding children and safer recruitment guidance. Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children. Note that references will be treated confidentially, but may with consideration be released on request. |
| **Previous employment** |
| Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. ***You will need to explain any gaps in your employment.*** |
| **Education, qualifications and training** |
| Ensure that you give all the information requested. Proof of qualification is required before the appointment is confirmed. |
| **Personal statement** |
| This is an important part of the application form and is your opportunity to explain how you meet the person speciation for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form you will not be considered for short listing. ***CVs will not be accepted.*** |
| **Additional Information – Disability** |
| If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made. |
| **Declaration: relatives and other interests** |
| If this applies to you, please give the name of the employee, their role and the relationship, eg partner, daughter |
| **Disclosure of a Criminal Record – see below** |
| All positions within the academy will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are ’spent’, and you will be subject to an Enhanced Criminal Records Bureau check if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked private and confidential with your application form.  If you do have a spent conviction this will not automatically disqualify you from employment. Olive Academies operates a disclosure procedure in line with DBS guidelines. If you are successfully selected for a position within the academy you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All academy based posts will require an Enhanced Disclosure  In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:   * Whether the conviction or information was disclosed during the application stage; * Whether the conviction or information revealed is relevant to the job; * How long ago the offence(s) took place; * The candidate’s age at the time of the offence(s); * The number and pattern of offences; * Any other relevant circumstances   No decision will be made until your explanation and the above issues have been considered.  If you believe the disclosure information Is inaccurate you would need to contact the DBS.  All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files. |
| **Fitness to work declaration** |
| Should applicants have a health issue which they need to declare please contact the office for a pre-employment health assessment form. |
| **Equal opportunities monitoring form** |
| All job applicants are asked to complete the monitoring details of the form to assist us in complying with statutory requirements. |

Appendix B

Under the **Immigration, Asylum and Nationality Act 2006**, before you can commence employment you will need to provide documentary evidence that you are entitled to work in the UK. This will require you to provide the relevant original document, or documents, detailed in either List A or List B below. The document(s) will be checked and a copy retained on the individual's personnel file. Photocopies of originals - even those supposedly certified as a "true copy of the original" by a lawyer will not be accepted as proof of eligibility to work in the UK.

LIST A

🞏 A passport showing that you, or a person named in the passport as your child, are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

🞏 A passport or a national identity card showing that you, or a person named in the passport as your child, are a national of a European Economic Area country or Switzerland.

🞏 A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency to a national of a European Economic Area country or Switzerland.

🞏 A permanent residence card or document issued by the Home Office or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.

🞏 A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.

🞏 An Immigration Status Document issued by the Home Office or the UK Border Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

🞏 A full birth certificate issued in the UK which includes the name(s) of at least one of your parents, **when produced in** combination **with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

🞏 A full adoption certificate issued in the UK which includes the name(s) of at least one of your adoptive parents, when **produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government Agency or a previous employer.

🞏 A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

🞏 An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

🞏 A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

🞏 A letter issued by the Home Office or the UK Border Agency to you which indicates that you are allowed to stay indefinitely in the UK **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

**LIST B**

🞏 A passport or travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the type of work in question.

🞏 A Biometric Residence Permit issued by the UK Border Agency to you which indicates that you can stay in the UK and are allowed to do the work in question.

🞏 A residence card or document issued by the Home Office or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

🞏 A work permit or other approval to take employment issued by the Home Office or the UK Border Agency **when** produced **in combination with** either a passport or another travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the work in question, or a letter issued by the Home Office or the UK Border Agency to you or the Company confirming the same.

🞏 A Certificate of Application issued by the Home Office or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment which is less than six months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.

🞏 An Application Registration Card (ARC) issued by the Home Office or the UK Border Agency stating that you are “allowed to work” or “employment permitted”, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.

🞏 An Immigration Status Document issued by the Home Office or the UK Border Agency to you with an endorsement indicating that you can stay in the UK, and are allowed to do the type of work in question, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

🞏 A letter issued by the Home Office or the UK Border Agency to you or the Company, which indicates that you can stay in the UK and are allowed to do the work in question **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.