

**CONFIDENTIAL**

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| **APPLICATION FORM** | | | | |
| Thank you for your interest in working with Olive Academies, we look forward to receiving your application. All the information in this form will be treated in the strictest confidence, in line with GDPR regulations.  Olive Academies **does not accept CVs** and incomplete application forms will not be considered. **Please include all relevant information within the form and not on separate sheets or as separate attachments. There are several boxes within the form which you can double click on to mark as ‘checked’ as appropriate.**  Please email your completed application form to the contact in the job information pack by the closing date listed. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful on this occasion.  **Olive Academies is committed to promotion of diversity and equal opportunities.** | | | | |
| **PERSONAL DETAILS** | | | | |
| **What is the title of the job you are applying for?** |  | | | |
| **Title**: | **First name(s)**: | **Last name**: | | |
| **Address**: | **Postcode**: | **Email**: | | |
| **Home tel no**: |  | **Mobile no**: | | |
| **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 | | | | |
| **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: | |

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| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | | | | | |
| **Name of employer**: | | | | | | **Job title/post held**: | | |
| **Address**: | | | | | | **Grade/Spine Point**: | | |
| **Postcode**: | | | | | | **Current salary**: | | |
| **Telephone number**: | | | | | | **Notice required**: | | |
| **Date started**: | | | | | | **Reason for leaving/wishing to leave**: | | |
| **Date left (where applicable)**: | | | | | |
| **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 ensure the correct email addresses are supplied as referees will be contacted via this method.**  Please note that we will approach your referees should you be invited to interview. If you do not wish us to contact your current employer at this stage, please tick this box here  Should you be successful at interview, any job offer will be conditional on completion of reference checks. | | | | | | | | |
| **REFEREE No 1**  **Current/most recent employer** | | | | **REFEREE No 2**  **Previous employer** | | | | |
| **Name**: | | | | **Name**: | | | | |
| **Job title**: | | | | **Job title**: | | | | |
| **Company name**: | | | | **Company name**: | | | | |
| **Address**: | | | | **Address**: | | | | |
| **Tel no**: | | | | **Tel no**: | | | | |
| **Email**: | | | | **Email**: | | | | |
| **Relationship**: | | | | **Relationship**: | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | |
| Please give details of your full employment history, detailing any periods of unemployment and part time or unpaid/voluntary work [most recent first]. | | | | | | | | |
| **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 (add additional lines as necessary)** | | | | | | | | |
| **Secondary/Further (Proof of qualification is required before the appointment is confirmed.)** | | | | | | | | |
| **From** | **To** | **Qualification results with grades** | | | **School/college/university** | | | |
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| **Higher/professional (Proof of qualification is required before the appointment is confirmed.)** | | | | | | | | |
| **From** | **To** | **Qualification results with grades** | | | **School/college/university** | | | |
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| **Other training courses attended during last 3 years):** | | | | | | | | |
| **From** | **To** | **Qualification results with grades [if applicable]** | | | **Provider** | | | |
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**PERSONAL STATEMENT**

*Show us how you meet each point on the person specification in the job information pack. Please provide practical examples of real life situations of when and how you have used the specific skill, knowledge or experience that we are asking for. 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. [Please use a font size of no lower than 11 and limit your statement to two pages below – please ensure that you complete the rest of the application form.*

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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 (including its academies)? | Yes   No | | |
| If yes, please state their name, role and their relationship to you. |  | | |
| **SAFEGUARDING** – **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS** | | | |
| Olive Academies is committed to safeguarding the welfare of our pupils. Olive Academies is legally obligated to process an **enhanced Disclosure and Barring Service (DBS) check** before making appointments to relevant posts. Successful applicants will be expected to subscribe to the update service.  For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Olive Academies’ privacy notice.  The amendments to the Rehabilitation of Offenders Act 1964 (exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities certain convictions and cautions are considered ‘protected’. This means they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website or on the websites of charities NACRO and UNLOCK.  Applicants will not be asked to provide a self-declaration of any criminal cautions or convictions unless shortlisted – the request will be made prior to the interview itself.  **Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.** | | | |
| **Please answer the following:** | | |  |
| Do you have any unspent criminal convictions or cautions under the Rehabilitation of Offenders Act 1974? | | | Yes  No |
| Do you have any adult cautions (simple of conditional) or spent cautions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (amendment) (England and Wales) Order 2020? | | | Yes  No |
| Do you have a DBS certificate? | | | Yes  No  Date of check: |
| **If you’ve lived or worked outside of the UK in the last 5 years we may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.** | | | |
| Have you lived or worked outside of the UK in the last 5 years? | | | Yes  No |
| **DATA PROTECTION DECLARATION** | | | |
| I have read the candidate privacy statement supplied with the job pack and agree to the terms and conditions. The statement explains how Olive Academies processes, manages and stores data provided. I understand that OA will keep my information on file for up to six months after the end of the recruitment process after which time it will be disposed of unless we receive agreement from you that you wish your personal details to be kept on file in case of future vacancies.  I would like my details to be kept on file for over six months so that I can be informed of future vacancies:  Yes  No  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.  I have read, understood and agree with the above.  **Name** (sign or type here to show your agreement):  **Date:** | | | |
| **WHERE DID YOU HEAR ABOUT THIS VACANCY?** | | | |

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| Olive Academies’ website | Department for Education Teaching Vacancies website | | Indeed | | TES |
| Suffolk Jobs Direct (Schools Choice) | | Teaching in Thurrock | | Essex Schools Jobs | |
| Word of Mouth | Twitter | | LinkedIn | | Facebook |
| A member of OA Academies staff – please name them: | | | Other – please specify: | | |

**Before emailing 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.**