



OLIVE SECONDARY SCHOOL

The Olive Foundation, Olive Secondary School, Byron Street, Bradford, BD3 0AD

Tel/Fax: 01274 725005 (Boys) 01274 725013 (Girls)

Website: www.olivesecondary.org.uk E-mail: info@olivesecondary.org.uk

Olive Secondary School is committed to safeguarding and promoting the welfare of children and young people

Please use CAPITAL LETTERS and BLACK PEN ONLY

OLIVE SECONDARY SCHOOL EMPLOYMENT APPLICATION FORM

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Post you are applying for:

SECTION 1 PERSONAL DETAILS

Last Name:		First Name:	
Other Names:			
Former Names:			

Address:	

Postcode:		DOB:	
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Home Telephone No:		National Insurance No:												
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Daytime Telephone No:	
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Mobile Telephone No:	
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E-Mail address	
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State any existing contacts in the school	Name
	Position
	Relationship

Continue on a separate sheet if necessary

Are you free to take up employment in the UK with no current immigration restrictions? Yes/No

SECTION 2A EMPLOYMENT DETAILS

Please Indicate if you are:
 Employed Not Currently in Employment A School Leaver

Please give details of current or previous employment

(School leavers please complete section 2B – Details of any work experience)

Name of Employer:	
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Address:	

Postcode:	
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Post Title:	
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Date of Appointment:	
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Brief description of duties:

SECTION 2B: DETAILS OF ANY WORK EXPERIENCE
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Summary of duties:

SECTION 2C: EMPLOYMENT HISTORY

State in date order, most recent first, where you have been employed.

Name of employer and address of employer or school	From	To	Job Title	Reason for leaving

Tell us about any gaps in your employment History

From	To	Reason

Continue on a separate sheet if necessary

SECTION 3 EDUCATION

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

6 th Form/College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Please give details of any training courses, which may be relevant to the post you are applying for

Name of the course	Date	Provider

SECTION 4 PERSONAL STATEMENT

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the position – personal strengths/weaknesses/experiences. If you are or have been involved in voluntary/unpaid activities, please also include this information in **no less than 250 words**.

SECTION 5 REHABILITATION OF OFFENDERS ACT (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

SECTION 6 PROTECTING CHILDREN AND VULNERABLE ADULTS

The following information may be required if the post you are applying for has a requirement for a Criminal Records Bureau police check. **Teaching Assistant apprentices will be CRB checked.**

Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

SECTION 7 REFERENCES

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who **your 2 references are**:

Reference 1			Reference 2		
Name:			Name:		
Position (job title):			Position (job title):		
Work Relationship:			Work Relationship:		
Organisation:			Organisation:		
Address:			Address:		
	Postcode			Postcode	
Telephone No:			Telephone No:		
E-mail:			E-mail:		

Can we approach your present referee for a reference before the interview	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Can we approach your present referee for a reference before the interview	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you are a school leaver please could you give 2 references for any work experience that you undertook, or give details of a non-family member who has known you personally for 3 years or more.

SECTION 8A RECRUITMENT MONITORING FORM

Olive Secondary School has an Equal Opportunities Employment Policy to ensure that all applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, gender, disability and age. In order for the School to monitor its success in meeting this commitment, you are requested to complete this equal opportunities monitoring form. The information that you provide will be treated as strictly confidential under the Data Protection Act, and will not be used to assess your suitability for the post. The data is being requested for monitoring and statistical purposes only and to assist the School in meeting statutory and other obligations.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White		D. Black or Black British	
White UK	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Black African	<input type="checkbox"/>
White non-UK	<input type="checkbox"/>	Any other Black background (please give details):	<input type="checkbox"/>
Any other White background (please give details):	<input type="checkbox"/>		
B. Mixed		E. Chinese or other ethnic group	
White & Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	Any other ethnic background (please give details):	<input type="checkbox"/>
Any other Mixed background (please give details):	<input type="checkbox"/>		
C. Asian or Asian British		F. I do not wish to provide this information	
Indian	<input type="checkbox"/>	<input type="checkbox"/>	
Pakistani	<input type="checkbox"/>		
Bangladeshi	<input type="checkbox"/>		
Any other Asian background (please give details):	<input type="checkbox"/>		

SECTION 8B RECRUITMENT MONITORING FORM CONTINUED

Gender			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Nationality

Language(s) Spoken

Age Group					
16-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>
46-55	<input type="checkbox"/>	56-65	<input type="checkbox"/>	Over 65	<input type="checkbox"/>

Media
Please state where you saw this post advertised

Disability: The Disability Discrimination Act (DDA) 1995 defines a person with a disability as someone who has 'a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities'. Under this definition, do you consider yourself to be disabled? **Yes/No**

SECTION 9 DECLARATION

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:		Date:	
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In accordance with DfE 'Keeping Children Safe in Education' (Statutory Guidance for Schools & Colleges 2014), we are required to remind you of your responsibility to ensure that the information is accurate and does not contain any material misstatement In or omission.

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from Olive Secondary School must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

If you would like to know if we have received your application form please contact Olive Secondary School on 01274 725005 (Olive Boys School) 01274 725013 (Olive Girls School)

Olive Secondary School undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM



By Hand or Post:

The Olive Foundation,
Olive Secondary School,
Byron Street,
Bradford,
BD3 0AD

By E-Mail:

info@olivesecondary.org.uk

Enquiries:

Telephone :
01274 725005 (Olive Boys School)
01274 725013 (Olive Girls School)