

Job Ref:	
Confidential	

Application Form

Please complete in black ink or type

1. Post applied for:	2. School/Establishment: The Olive Tree Primary School Bolton Grade/Scale
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Personal: Please complete all sections to enable your application to be considered

3. Surname: Dr/Mr/Mrs/Miss/Ms Previous names: (if relevant)	4. Forename(s):
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5. Address:	7. Date of Birth:
	8. E-mail:

Postcode:	9. Daytime telephone:
6. NI Number:	Evening telephone:
Teacher Reference Number:	
GTC Reference Number (Scotland):	
QTS status: Yes <input type="checkbox"/> No <input type="checkbox"/>	(please tick) Date obtained:
NPQ: Yes <input type="checkbox"/> No <input type="checkbox"/>	(please tick) Date obtained:

Employment Please give details of your present/most recent post

Post held:	Scale/Allowance:
	Incremental point:
Place of work:	Annual salary:
	Date first went through threshold, if applicable

Adelaide Street, Bolton. BL3 3NY

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Main duties/responsibilities:	
Date appointed to post:	Date left (if applicable):
Notice required and / or date available if appointed:	
Name and address of present or most recent school:	LA Name and address:
Date employed from: Date employed to:	Telephone:
	E-mail:
	Fax:

Employment background Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education

From month/year	To month/year	Place of work/employer (if applicable)	Scale/grade	Title/responsibility	Reason for leaving
Have you ever been dismissed by any of the above employers?					
If yes, further details may be requested from you			Yes	No	

Education background Secondary education

Name of institution	From month/ year	To month/ year	Qualifications obtained (Please indicate level, subject(s), grades and dates of award)

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Further, higher and professional education (Proof of qualifications will be required)

Name of institution	From month/year	To month/year	Qualifications obtained (Please indicate level, subject(s), grades and dates of award)

Professional development/training

(State involvement in the last five years appropriate to your application)

Dates of course	Length of course	Details of course	Course provider

Explanation of any gaps

Please explain here any gaps in employment, education or training since leaving full time education.

Statement in support of application

Please continue on a separate sheet of paper if required (up to a maximum of 2 sides of A4).

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Rehabilitation of Offenders Act 1974

Owing to the nature and location of the work, the post is exempt from the previous provisions of the above Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, however it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children. **The School will check information provided under this heading.**

Have you at any time been convicted of any criminal offence? (including cautions, bind-overs and any pending prosecutions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you disqualified from working with children or subject to any sanctions imposed by a regulatory body i.e. GTC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you have any relatives/family members working at the school or part of the trust board at The Olive Tree Primary School? If yes, please give their names and role.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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The Olive Tree Primary School is required to conduct online searches on shortlisted candidates as part of the safer recruitment process in accordance with Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. By signing this application you acknowledge that such searches will be conducted as part of the shortlisting process.

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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 & Barring Service. This will require you to complete a separate DBS application form and to provide a range of documentary evidence to confirm your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment to this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

Data Protection

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.

References

Names, addresses and status of two people who can comment on your leadership/management skills and suitability for this post. The referees should be your most recent employer(s)

References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns

(1) Name:	(2) Name:
Position held:	Position held:
Address: (including Post Code)	Address: (including Post Code)
Telephone No:	Telephone No:

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E-mail:	
Fax:	

E-mail:	
Fax:	

Declaration:

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

Signature:

Date:

Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

Your application, when completed, should be returned to the address stated in the advertisement.

For office use only

Date received: