

[www.theolivebranchnetwork.org.uk](http://www.theolivebranchnetwork.org.uk)

[info@theolivebranchnetwork.org.uk](mailto:info@theolivebranchnetwork.org.uk)

Charity Number: 11721170

**Application Form**

|  |
| --- |
| Job application form |

|  |  |
| --- | --- |
| Vacancy title: |  |
| Please tell us how you heard about this vacancy: |  |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name: |  | **First name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.** |  | **Daytime Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

|  |
| --- |
| 2. Education/Qualifications |

|  |  |  |  |
| --- | --- | --- | --- |
| **School (11+)** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  |  |  |  |
| **College/University** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  |  |  |  |
| **Ongoing Professional Development** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Training and Development** | |
| Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application. |  |

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
|  |  |

|  |
| --- |
| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

|  |
| --- |
| 3. Employment history |
| **Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | Postcode: |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: |  | Leaving date: |  |
| Reason for leaving: |  | | |

|  |  |
| --- | --- |
| Contact name of line manager for reference: |  |

|  |  |
| --- | --- |
| **Brief description of duties:** |  |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | Postcode: |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: |  | Leaving date: |  |
| Reason for leaving: |  | | |

|  |  |
| --- | --- |
| Contact name of line manager for reference |  |

|  |  |
| --- | --- |
| **Brief description of duties:** |  |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | Postcode: |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: |  | Leaving date: |  |
| Reason for leaving |  | | |

|  |  |
| --- | --- |
| Contact name of line manager for reference |  |

|  |  |
| --- | --- |
| **Brief description of duties:** |  |
|  | |
|  | |

**Continue on separate sheet if necessary**

|  |
| --- |
| 4. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach any additional sheets used. |
|  |
| **Continue on a separate sheet if necessary** |

|  |
| --- |
| 5. Convictions/ Disqualifications |

|  |  |
| --- | --- |
| A criminal record will not automatically prevent you from obtaining a position at The Olive Branch Network. If a check is returned and reveals any information, this will be discussed with you and may be subject to a risk assessment. | |
| **Please provide details below if you have been convicted or received a caution for any criminal offences.** |  |
| 6. Reasonable adjustments/Arrangements for interview | |

|  |
| --- |
| **Please contact us if you need the application form in an alternative format including large print.** |

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us below what these should be?

|  |
| --- |
|  |

**If appointed when could you start? Give period of notice if applicable**

|  |
| --- |
| References |

Please give the detail of **two** references – see guidance sheet for further information.

|  |  |
| --- | --- |
| Name of referee and relationship to you: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | Postcode: |
|  | **Email:** **Tel:** |

|  |  |
| --- | --- |
| Name of referee and relationship to you: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | Postcode: |
|  | **Email:** **Tel:** |

|  |
| --- |
| 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 agree that The Olive Branch Network can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation 2018.  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |  | |

##### Guidance sheet

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form.
* Please type or write clearly in black or blue ink.
* In the ‘Employment history’ section it would be helpful for you to state why you have left a position.
* Please explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

We will take up professional references once you have been interviewed and **provisionally** been offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

###### **Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your skills and capabilities.
* Please provide examples from your previous experience. Do not forget to relate this to the job description.
* Honesty is always the best policy. Please do not make false claims.
* If you are making a career change, state what skills are transferable to the role you are applying for.

Finally, good luck with your application and thank you for your interest in The Olive Branch Network.