



**PLEASE COMPLETE IN BLACK INK OR TYPE.**

**Ambitions Academies Trust will seek to ensure that all existing and potential employees are given equal opportunities. Ambitions Academies Trust is committed to the elimination of unlawful discrimination and will seek to ensure no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.**

**VACANCY DETAILS:**

Job Title: .....

How did you hear about this vacancy?.....

**PERSONAL DETAILS:**

Surname: ..... Forenames: .....

Address: ..... Preferred Title: .....

..... Daytime Phone No. ....

..... Evening Phone No. ....

..... Mobile Phone No. ....

Postcode: ..... E-mail: .....

National Insurance No. .... DfES No. (if applicable) .....

**ELIGIBILITY TO WORK IN THE UK:**

Do you have permission to work in the UK? Yes/ No

If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK:

**POSITIVE ABOUT DISABILITY:**

Ambitions Academies Trust is positive about disability and encourages applications from disabled people. The √√ symbol means that all disabled applicants who satisfy the minimum criteria will be offered an interview.

If you consider that the provisions of the Equality Act 2010 apply to you please tick the box.

☐

If you require assistance at any stage of the process please contact the (DVP/Office Manager name).  
Telephone: (Insert) Email: (Insert)

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**AMBITIONS**  
Academies Trust

Ambitions Academies Trust is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks.

**Candidate \_\_\_\_\_.**

**(for office use only)**

**Outstanding Achievement for All**

## REFERENCES:

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed or are returning to work after a substantial career break and are unable to provide previous employment references please provide alternatives e.g. the name of your course Tutor(s)/ Head Teacher or a suitable professional. It is our policy to contact referees prior to interview. **If you wish to be contacted prior to your references being taken up please tick the box.**

**PRESENT (MOST RECENT)  
EMPLOYER:**

☐

**PREVIOUS EMPLOYER:**

☐

Name: .....	Name: .....
Capacity known to you: .....	Capacity known to you: .....
Organisation: .....	Organisation: .....
Address: .....	Address: .....
.....	.....
Telephone No. ....	Telephone No. ....
E-mail: .....	E-mail: .....

## CURRENT/MOST RECENT EMPLOYMENT:

You do not need to repeat these details in the Previous Employment section.

Employer's Name & Address:.....

Your Job Title: .....Grade: .....

Current Salary: .....Date Appointed: .....Notice Period: .....

Main Duties: .....

.....

Reason for seeking alternative employment: .....

May we contact you at work if necessary? Yes/ No      Contact No. ....

## PREVIOUS EMPLOYMENT:

Please indicate with a ✓ in the last column your consent for additional references to be taken up at the discretion of Ambitions Academies Trust.

Employer's Name & Address (Most recent first)	Job Title & brief description of duties	Date From/to	Reason for leaving	✓

**Please explain all gaps in employment history. Please continue on separate sheet if required.**

**SUPPORTING STATEMENT:**

Please use the space below to tell us how you feel you meet the criteria outlined in the Person Specification. Please set out your statement as follows:

- In the order that each criteria point appears on the Person Specification, please give details of any relevant skills, experience or training that you have. At the beginning of each paragraph relating to a criteria point you should indicate whether you feel you meet the criteria by stating yes or no.  
Example:  
Essential criteria Item 1 = minimum of one year’s administration experience.  
Your response might be:  
1. Yes, I have worked as a clerical assistant for an insurance company for the last five years. My experience includes.....
- Next, using the same format provide details on how you think you meet the desirable criteria of the person specification.
- Finally, in a separate paragraph headed “Additional Information” please include any other detail that you feel is relevant to your application.

Please complete each section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

If additional space is required, please continue on a separate sheet, making it clear which criteria on the person specification it relates to.

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**EDUCATION/QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS:**

Dates	Name of school/ college/ university/ awarding body/ grade of membership	Qualifications Obtained including Grade & Level

**OTHER TRAINING/SHORT COURSES:**

Dates	Course Title and duration

Please continue on a separate sheet if required.

Current Driving Licence - Yes/ No

Endorsements - Yes/ No

Are you related to a Trustee, AAC Member or employee of Ambitions Academies Trust? Yes / No

If yes, please provide: Name: ..... Relationship: .....

All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a Councillor or employee of the Council to use their influence to help you get a job.

If selected for interview, you must, at that stage, make known any personal or business relationship, which may conflict with the role applied for.

If you are selected for interview how would you like to be contacted? ☐ E-mail ☐ Telephone

**DATA PROTECTION LEGISLATION:**

The information you have provided will be held in compliance with the Data Protection Act 2018.

Ambitions Academies Trust keeps personal information on all employees and provides such information only on a need to know basis. By accepting a job offer, employees agree to our retaining such information which can include sickness and health records, ethnic origin, trade union membership and disciplinary matters. Once a year without charge employees can inspect their records and, if necessary, require correction should such records be faulty.



# AMBITIONS

Academies Trust

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**Candidate \_\_\_\_\_.**

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## REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

**Have you ever been convicted of a criminal offence which is not 'protected'** **YES/NO**

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### CERTIFICATION OF INFORMATION:

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references, medical assessment and Disclosure and Barring Service checks where applicable. Ambitions Academies Trust reserves the right to recover from any applicant/ employee any costs incurred as the result of the employment of someone who has submitted an application form (or other evidence of experience, etc.) containing false claims.

Signature: ..... Date: .....

Thank you for your application.

**Outstanding Achievement for All**

Please send your application to the relevant address below:



	<b>Ambitions Academies Trust</b> Business and HR Assistant Evering Avenue Poole BH12 4JG		<b>Manorside Academy</b> Administration Lead Evering Avenue Poole BH12 4JG
	<b>Ambers Group LTD (Nurseries and After School Clubs)</b> Administration Lead Evering Avenue Poole BH12 4JG		<b>Oak Academy</b> Administration Lead Duck Lane Bournemouth BH11 9JJ
	<b>Bayside Academy</b> Administration Lead Turlin Road Poole BH16 5AH		<b>Queen's Park Academy</b> Administration Lead East Way Bournemouth BH8 9PU
	<b>Elm Academy</b> Administration Lead Holloway Avenue Bournemouth BH11 9JN		<b>St Aldhelm's Academy</b> Administration Lead Herbert Avenue Poole BH12 4HS
✓	<b>King's Park Academy</b> Administration Lead Ashley Road Bournemouth BH1 4NB		<b>Tregonwell Academy – Nigel Bowes</b> Administration Lead 70 Ensbury Avenue Bournemouth BH10 4HG
	<b>LeAF Studio</b> Administration Lead Holloway Avenue Bournemouth BH11 9JW		<b>Tregonwell Academy – Petersfield and Throop Learning Centre</b> Administration Lead Petersfield Road Bournemouth BH7 6QP
	<b>Longspee Academy</b> Administration Lead Learoyd Road Canford Heath Poole BH17 8PJ		

## EQUAL OPPORTUNITIES MONITORING INFORMATION:

<p>Ambitions Academies Trust will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.</p> <p>In order to help the Trust monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below: This information is confidential and does not form part of your application. This slip will be detached from your application form upon receipt and the information will not be taken into account when making the appointment.</p> <p>If you are successful at interview and take up employment with the Trust the equal opportunities information you have provided will be held and maintained in accordance with the Data Protection Act 2018.</p> <p>Application for the post of:.....</p> <p>.....</p> <p>Date of Birth:.....</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">No</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: right;">Prefer not to say</td> <td></td> </tr> </table> <p>For more details, please contact the Disability Rights Commission Helpline on 08457 622633.</p>	No		Prefer not to say																																									
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