Thank you for your interest in working at Wider Ambition. Please complete this form and return it by email to info@widerambition.org or by post to Wider Ambition at the address below.

Wider Ambition is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Wider Ambition routinely completes social media and online searches prior to making an offer of employment.

Wider Ambition Ltd is a subsidiary of Wider Plan Ltd. The Governing Bodies for Wider Ambition settings are provided by Governing for Ambition CIC. Members of the Governing Body contribute to our Safer Recruitment process. By returning this form, you are consenting to your information being shared between Wider Ambition, Wider Plan and Governing for Ambition. Your personal information will be processed as necessary for the purpose of considering your application.

1. **Personal details**

|  |  |
| --- | --- |
| Forename\* |  |
| Surname |  |
| Preferred name (if different) |  |
| Phone number |  |
| Alternative phone number |  |
| Email address |  |
| Address and postcode |  |
| Do you require a visa or work permit to work at Wider Ambition? | Yes / No |

\*Please be aware that Wider Ambition settings operate a first names policy. Students are permitted to address staff and volunteers by their first name and adults are expected to refer to each other similarly.

1. **Declaration of interests**

If you are related to or have a close personal relationship with a member of the Governing Body, or an employee of Wider Plan or Wider Ambition, please state their name and relationship to you.

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Please declare any other actual or potential conflicts of interest.

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1. **Role**

Please state which role you are applying for and briefly explain why you are interested in fulfilling this role.

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1. **Previous experience**

Referring to your skills, abilities, experience, and achievements (including those arising through leisure and voluntary activities), please explain how you meet the person specification for this role.

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1. **Criminal convictions and driving offences**

All appointments are conditional upon Wider Ambition receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012), the relevant barred lists will also be checked.

As this post may involve working with children and being in a position of trust, it is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Some spent convictions are non-disclosable, as detailed at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates. All other spent and unspent reprimands, formal warnings, cautions and convictions must be disclosed. All disclosures will be treated as confidential. If your application is successful, any information you have disclosed will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Failure to declare the requested information may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Having a criminal record will not automatically prevent you from being appointed. Each case will be assessed fairly by reference to the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

Please provide details and dates of any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences, or any other information which would make you unsuitable to work with children (or alternatively state "none" if that is the case).

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If you have lived abroad for one or more continuous period of least 3 months at any time in your adult life, please provide the dates, location and purpose of each period. We will use this information to check the relevant safeguarding registers in each foreign country as necessary.

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1. **Employment history**

Please provide details of your full employment history, starting with your most recent employment.

|  |  |
| --- | --- |
| Name of current or most recent employer |  |
| Address and postcode |  |
| Email address of HR/School Business Manager for validating dates of employment |  |
| Position held |  |
| Hours worked (per week) |  |
| Student age range (if applicable) |  |
| Date started |  |
| Date of leaving (if applicable) |  |
| Notice period (if still employed) |  |
| Current salary / salary at leaving (please provide year-round full time equivalent or specify term-time only and specify any additional amounts included in your pay, for example TLRs or allowances) |  |
| Main duties / areas of responsibility |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name of employer |  |
| Address and postcode |  |
| Email address of HR/School Business Manager for validating dates of employment |  |
| Position held |  |
| Student age range (if applicable) |  |
| Date started |  |
| Date of leaving (if applicable) |  |
| Main duties / areas of responsibility |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name of employer |  |
| Address and postcode |  |
| Email address of HR/School Business Manager for validating dates of employment |  |
| Position held |  |
| Student age range (if applicable) |  |
| Date started |  |
| Date of leaving (if applicable) |  |
| Main duties / areas of responsibility |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name of employer |  |
| Address and postcode |  |
| Email address of HR/School Business Manager for validating dates of employment |  |
| Position held |  |
| Student age range (if applicable) |  |
| Date started |  |
| Date of leaving (if applicable) |  |
| Main duties / areas of responsibility |  |
| Reason for leaving |  |

Please insert additional pages as necessary.

If there have been any periods during which you were not employed, please provide dates and details:

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1. **Education, training and qualifications**

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| --- | --- | --- | --- |
| Name of school / college / university attended | From - To  (Month/Year) | Qualifications  including grades | Date qualification achieved  (Month/Year) |
| Schools attended (from age 11) |  |  |  |
| Further and Higher Education |  |  |  |
| Relevant qualifications (please state the name of the awarding body and hours of study) |  |  |  |
| Relevant CPD and other professional courses (please state hours of study) |  |  |  |

Do you hold a current full driving license? *(Please delete as appropriate)*

Yes No

This information will only be taken into account for roles where driving is an essential part of the job.

1. **References**

Please provide contact details for two people who are able and willing to comment on your suitability for this role. By returning this form, you confirm that your referees have consented to you sharing their contact details and that you consent to us contacting them in relation to this application. References will be taken up for short-listed candidates prior to interview.

One of the referees should be your line manager or a senior member of staff at your current place of work. If this is not possible, please provide an explanation.

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| --- | --- |
| Name |  |
| Phone number |  |
| Alternative phone number |  |
| Email address |  |
| Address and postcode |  |
| Relationship to you  (eg friend, colleague etc) |  |

|  |  |
| --- | --- |
| Name |  |
| Phone number |  |
| Alternative phone number |  |
| Email address |  |
| Address and postcode |  |
| Relationship to you  (eg friend, colleague etc) |  |

1. **Declaration**

I declare that all the information provided in this application form is correct and complete. I understand that if any information I have provided is found to be untrue, any offer may be withdrawn or any contract of employment may be terminated.

Signed …............................................................................. Date …..........................