

**CANDIDATE INFORMATION**

**HOW TO APPLY**

Please complete the online application form in full via our website [www.avonbournetrust.org](http://www.avonbournetrust.org) in the Staff Vacancies section.

If you have any queries regarding the job role before applying please contact [recruitment@avonbournetrust.org](mailto:shelley.ellement@avonbournetrust.org) or by telephoning 01202 398451.

* The deadline for applications will be midnight on the advertised closing date.
* Applications which are not completed in full will not be considered.
* Applications will be shortlisted according to the person specification and job description and references will be sought for all shortlisted candidates prior to interview.
* Your referees should include your current / most recent employer ie your current Headteacher and one other referee. References from friends or relatives will not be accepted nor will open testimonials, this is in line with the Government’s safer recruitment guidelines.