**APPLICATION FORM - TRUSTEE**

The De Curci Trust operates an equal opportunities policy; your skills and experience are the only factors we look at when you apply to be a trustee, **which is a voluntary role**. We ask for some personal information in section two so that we can monitor our equal opportunities policy; this information is not given to the selection panel.

It is essential that the board has a proper mix of skills and experience; the Trustees are responsible for ensuring that recruitment processes guarantee that the skills and experience of any new trustee fits in with the Trust’s corporate needs and vision. Trustees will be invited to apply by open advertisement and selected according to their relevant skills by a panel of Trustees; however, only the Trust’s Members can appoint or dismiss Trustees and their ratification of any proposed appointment to the board is required.

If you are returning a hard copy of this form please complete the details in black ink/ball pen.

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| Post applied for | **Trustee (voluntary) – The De Curci Trust** | | | | | |
| Post No, if applicable | Not applicable | | Preferred Title  (Dr Mr Mrs Ms Miss other) | |  | |
| Surname (block capitals) |  | | Forenames (in full) | |  | |
| Previous Surname (s) |  | | Used from - to | |  | |
| Address |  | | | | | |
| Telephone Number |  | | Mobile Number | |  | |
| Email Address |  | | Preferred Method of Communication:  Home / mobile/ work / email *(delete as applicable)* | | | |
| National Insurance Number |  | | Are you eligible to work in the UK? Yes / No *(delete as applicable)*  If no, please specify your circumstances: | | | |
| To comply with the safer recruitment procedures, and the Asylum and Immigration Act 1996 – it is a requirement that when you come to interview you must bring with you certain documentation which shows your eligibility to work in the United Kingdom. Details of the documents to be sighted will be provided should you be invited to interview. Without such information, we would unfortunately not be able to proceed with your application to be a local governor. | | | | | | |
| Do you have an enhanced DBS check completed in the last two years?  Yes / No *(delete as applicable)*  If yes, please give your DBS/CRB reference number, date of check, and local authority it was completed by:  Are you registered with the DBS Update Service? Yes / No *(delete as applicable)* | | | | | | |
| Name of current employer  (if applicable) | |  | | | | |
| Address of current employer (if applicable) | |  | | | | |
| Job title (If applicable) | |  | | | | |
| If part time, please give details | |  | | Date appointed | |  |
| Please describe the duties and responsibilities of your present job showing your position within the organisation. | | | | | | |
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| **PREVIOUS JOBS** ***Most recent employer first*** Please note that **all time since leaving full time education must be accounted for**: e.g. training, unemployment or time taken out of paid employment due to caring responsibilities – the following page has sections for further detail if required. Please ensure you include the month and the year for employment dates. | | | |
| Name and address of employer | Date  From / To | Job title  and brief overview of post and responsibilities | Reason for leaving |
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| **CONFIDENTIAL REFERENCES** | | | |
| **Name, address, telephone number, email address and status of two professional referees who would be able to comment objectively on the skills and knowledge that you could bring to the board of trustees. Ideally, one of these could be your present/most recent employer. Relatives/friends should not be named as referees.**    **REFERENCES WILL BE TAKEN UP BEFORE CONFIRMATION OF AN LGB ROLE CAN BE GIVEN.**  . | | | |
| **Referee 1**  Name: | | | Address:  Telephone number: |
| Capacity in which known: | | | Email address: |
| **Referee 2**  Name: | | | Address:  Telephone number: |
| Capacity in which known: | | | Email address: |
| **PERIODS OF NON-EMPLOYMENT**  **Please indicate nature/reasons for any periods of non-employment including relevant dates** | | | |
| From | To | Reason | |
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**EDUCATION / QUALIFICATIONS / TRAINING**

Please list your educational history

NVQs, GCSEs, A-levels, overseas qualifications etc. should be included in this section.

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| Establishment (Secondary, Further) | From | To | Course title/qualifications obtained, detailing subjects, grades and dates |
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| **PROFESSIONAL EXAMS** | **DATE OBTAINED** | | **AWARDING BODY/ADDRESS** |
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| Please give details of any membership of a professional or similar organisation. | | | |
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Please list any specialist training courses you have attended which may be relevant to this role (including relevant in-house training courses – use a separate sheet if necessary). Please state course title/Organising Body/Length of Course/Dates taken from/To/Grade, Level.

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**DETAILS OF PERSONAL DEVELOPMENT AND SPECIAL INTERESTS**

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| **QUALITIES AND EXPERIENCE**  Please use this section to outline why you would like to be a trustee and the knowledge, skills and experience that you believe you could bring to the role. Continue on an additional sheet if necessary. |
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# DISCLOSURE RELATIONSHIP

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| Please state, whether to the best of your knowledge, you are related to an employee, member, trustee or local governor of The De Curci Trust. If YES, please state the nature of the relationship and the name.  YES / NO *(delete as applicable)*  Name………………………………… Position ……………………… Relationship ……………………………………………………….. |

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| **Declaration of Interests**  On commencement in a role with The De Curci Trust, all trustees will be required to sign a Code of Conduct and Declaration of Interests, which will include amongst other interests membership of closed organisations, such as Freemasons, Independent Order of Buffaloes, etc. |

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| **DECLARATION**  *The information you give us may be stored on a computer and used for the purposes of personnel and volunteer administration and fraud detection. It will be treated as strictly confidential and will not be disclosed to any unauthorised person.*  I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that canvassing of any trustee or employee of The De Curci Trust, or giving any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to my removal from the board.  Signature Date |

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| I consent to The De Curci Trust and other agents acting on its behalf, processing and holding any information which I provide to them for the purpose of potential volunteering as a local governor. I understand that if I am appointed, personal information about me will be computerised for administrative purposes including analysis for management purposes and noting on the single central record.  The information collected on this form and other information which constitutes your personnel record will be used in compliance with the General Data Protection Regulation. The information is being collected for the purpose of administering the recruitment, employment and training of employees. For further information please see our published privacy notice – workforce information -on our website.  The information may be disclosed, as appropriate, to Members and Trustees of The De Curci Trust, and to other relevant public and statutory bodies, and agents acting on behalf of The Trust. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud.  Application forms and associated documentation of unsuccessful candidates will be destroyed after six months.  Signed Dated |

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| Please state where you saw this role advertised ............................................................................. |

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| ***WHERE TO SEND YOUR COMPLETED APPLICATION FORM:***  Company Secretary – The De Curci Trust  c/o Springfield School  Central Road  Drayton  Portsmouth  PO6 1QY  marion.hallsworth@thedecurcitrust.co.uk |

**COMPLETION BY ALL APPLICANTS**

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| Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975  This post is exempt from the Rehabilitation of Offenders Act 1974 (exception) Order 1975 because it involves working directly with children or young people. You are therefore required to declare any criminal convictions, cautions, reprimands or final warnings including those which are 'spent'. The amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are 'protected' and 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 at <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>*.*  Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless The De Curci Trust considers that the conviction renders you unsuitable. Please answer the questions below, and delete as necessary, taking into account the DBS filtering guidance. Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.  Please delete as necessary:-  Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **YES / NO (*delete as applicable*)**  If yes, please give details of the Caution(s) or conviction(s) and date(s), on a separate sheet of paper. Place in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose with your application form (or email with your application as a separate attachment).  Are you included on any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the National College for Teachers and Leadership? **YES / NO (*delete as applicable)***  If yes, please provide details on a separate sheet of paper. Place in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose with you application form. (or email with the application form but as a separate attachment)  The De Curci Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you are ultimately offered the position you will be required to undergo an Enhanced DBS check, and will be asked to complete an application form, or provide information to allow the school to check your status via the DSB Update Service. With effect from 17th June 2013 DBS certificates will only be issued directly to the applicant. You will be required to show your school your certificate who will record the Disclosure number and issued day and retain on our Single Central Record. In line with the DBS Code of Practice the school will not take and retain photocopies of the full DBS Certificate. The DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council (who act on our behalf for processing DBS checks) are meeting the necessary requirements when submitting DBS checks.  It is important that you read and understand this privacy policy before any application is submitted to the DBS.  Visit   <https://www.gov.uk/government/publications/consent-privacy-policy>    I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application  I confirm that I am not on The Children’s Barred List (previously List 99 and PoCA List), disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the DfE National College for Teaching and Learning. I either have no convictions, cautions, or bind-overs, ***or*** have attached details of recorded offences in an envelope marked ‘Confidential’.  I confirm that the information given in this form is correct and I understand that a failure to disclose any convictions may lead to my dismissal. |
| Signature Date |

**SECTION TWO**

Name Post applied for – Trustee, The De Curci Trust

**EQUAL OPPORTUNITIES – MONITORING SUPPLEMENT** **(*Please ✓ appropriate box)***

Date of Birth ……………. Age ………… Previous last names ………………………………..

Do you have a disability? Yes/No

What special adaptations might you need to carry out the job/attend for interview?

Ethnic Origin

How would you describe your ethnic origin? (For this purpose “ethnic origin” means a person who themselves, or whose parents and/or grandparents were born within one of the groups below)

1. **White**

British/Irish/Any other white background (please state) ……………………… *(delete as appropriate)*

1. **Mixed**

White and Black Caribbean/White & Black African/White & Asian/Any other mixed background (please state) ……………………… *(delete as appropriate)*

1. **Asian or Asian British**

Indian/Pakistani/Bangladeshi/Any other Asian background (please state) …………………… *(delete as appropriate)*

1. **Black or Black British**

Caribbean/African/Any other black background (please state) ……………………… *(delete as appropriate)*

1. **Chinese or other ethnic group**

Chinese/Any other (please state) ……………………… *(delete as appropriate)*

1. **I do not wish to give this information**

**Religion**

1. None / Christian (*inc Church of England, Catholic, Protestant and all other Christian denominations*) / Buddhist / Hindu / Muslim / Sikh / Jewish / Other (please state) ……………………… *(delete as appropriate)*
2. I do not wish to give this information

**How did you find out about this role?**

Website / Word of mouth / other (please specify) ……………………… *(delete as appropriate)*

THIS PAGE IS CONFIDENTIAL AND WILL NOT BE SEEN BY THE SELECTION PANEL