

# APPLICATION FORM

## NON TEACHING APPOINTMENTS

Please ensure that all additional attachments are clearly marked. Thank you.

The De Curci Trust operates an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. 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.

If you are returning a hard copy of this form please complete the details in black ink/ball pen. Please do not enclose a curriculum vitae.

Post applied for			
Post No, if 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 ( <i>delete as applicable</i> )	
National Insurance Number		Are you eligible to work in the UK? Yes / No ( <i>delete as applicable</i> )  If no, please specify your circumstances:	
To comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – 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. No offer of employment will be made unless the original copy of precise documents, in the specified combination, is produced. Details of the documents to be sighted will be provided should you be invited to interview.			
Do you have an enhanced DBS (formerly CRB) check completed in the last two years? Yes / No ( <i>delete as applicable</i> )			

If yes, please give your DBS/CRB reference number, date of check, and LA it was completed by:

Are you registered with the DBS Update Service Yes / No (*delete as applicable*)

Name of Employer:

Address of employer

Job Title

(if part time, please give details)

Date Appointed

Reason for leaving

Date available if appointed or date left

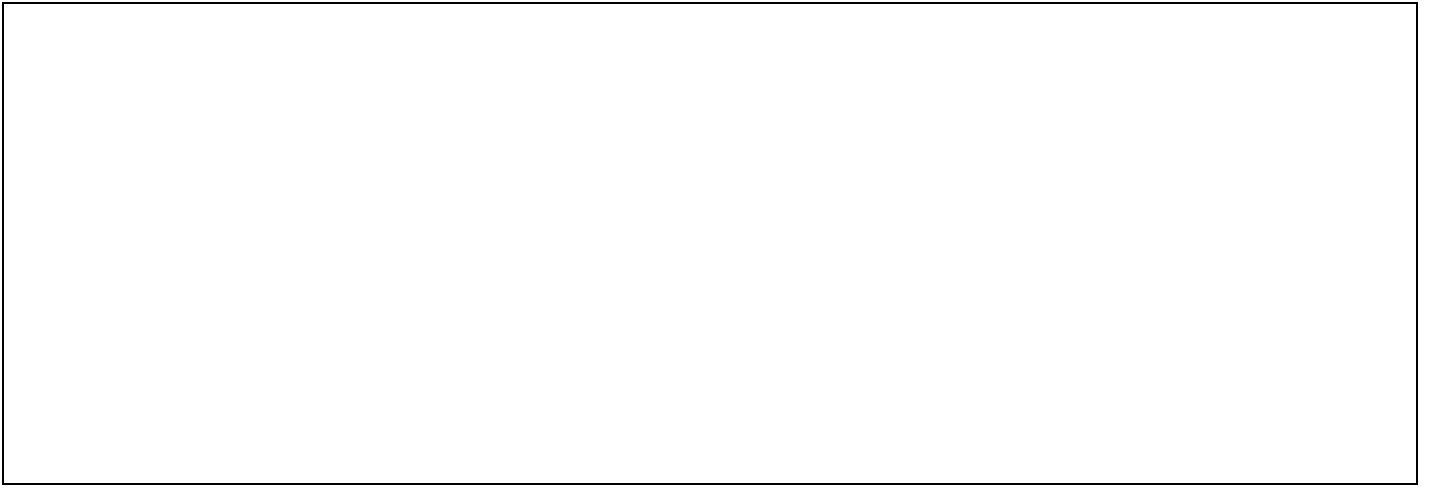
Grade/Salary

Notice period for present employer

What other allowances and benefits do you receive? (e.g. car/pension/health scheme)

What type of business do you work in now? How many people does your organisation employ?

Please describe the duties and responsibilities of your present job showing your position within the organisation. You may continue on a separate sheet if necessary. Please send a separate attachment including your name and the post applied for.



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	Grade/Salary

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CONFIDENTIAL REFERENCES

Name, address, telephone number, email address and status of two referees. One of these must be your present/most recent employer. If you have been in your present job for less than six months, please give details of your previous employer in addition to your current employer. Relatives should not be named as referees.

REFERENCES WILL NORMALLY BE TAKEN UP BEFORE INTERVIEW.

PLEASE NOTE THE DE CURCI TRUST RESERVES THE RIGHT TO CONTACT ANY PREVIOUS EMPLOYER TO PROVIDE A REFERENCE AND NOT JUST THOSE NOTIFIED BY THE CANDIDATE.

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; NVQ's GCSE's, A-levels, overseas qualifications should be included in this section.

Establishment (Secondary, Further)	From	To	Course title/qualifications obtained, detailing subjects, grades and dates

PROFESSIONAL EXAMS	DATE OBTAINED	AWARDING BODY/ADDRESS

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 are relevant to this job (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 or stage.

Do you hold a current driving licence? Yes/No (*delete as applicable*)

Which class of licences(s) do you hold? .....

DETAILS OF PERSONAL DEVELOPMENT AND SPECIAL INTERESTS



In line with the Equality Act 2010 and the Education (Health Standards) (England) Regulations (2003) the successful candidate will be required to complete a medical questionnaire, and may then be required to undergo a medical examination.

DISCLOSURE RELATIONSHIP

Please state, whether to the best of your knowledge, you are related to an employee 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 .....

Declaration of Interests

On commencement of employment with The De Curci Trust, all staff will be required to sign a Declaration of Interests, which will include amongst other interests membership of closed organisations, such as Freemasons, Independent Order of Buffaloes, etc.

DECLARATION

*The information you give us may be stored on a computer and used for the purposes of personnel and employee 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 dismissal.

Signature ..... Date .....

I consent to The De Curci Trust and others on its behalf processing and holding by means of a computer database or otherwise any information which I provide to them for the purpose of potential employment. I also agree to The De Curci Trust accessing such other information as they hold about me which they have acquired for other purposes.

Signed ..... Dated.....

Please state where you saw this post advertised .....

WHERE TO SEND YOUR COMPLETED APPLICATION FORM:

PLEASE SEND YOUR COMPLETED APPLICATION FORM TO THE SCHOOL YOU ARE APPLYING FOR  
UNLESS OTHERWISE STATED IN THE ADVERT

## COMPLETION BY ALL APPLICANTS

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 your 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 17<sup>th</sup> June 2013 DBS certificates will only be issued directly to the applicant. You will be required to show your employing school your certificate who will record the Disclosure number and issued day and retain on your personnel record. In line with the DBS Code of Practice the school will not take and retain photocopies of the full DBS Certificate.

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

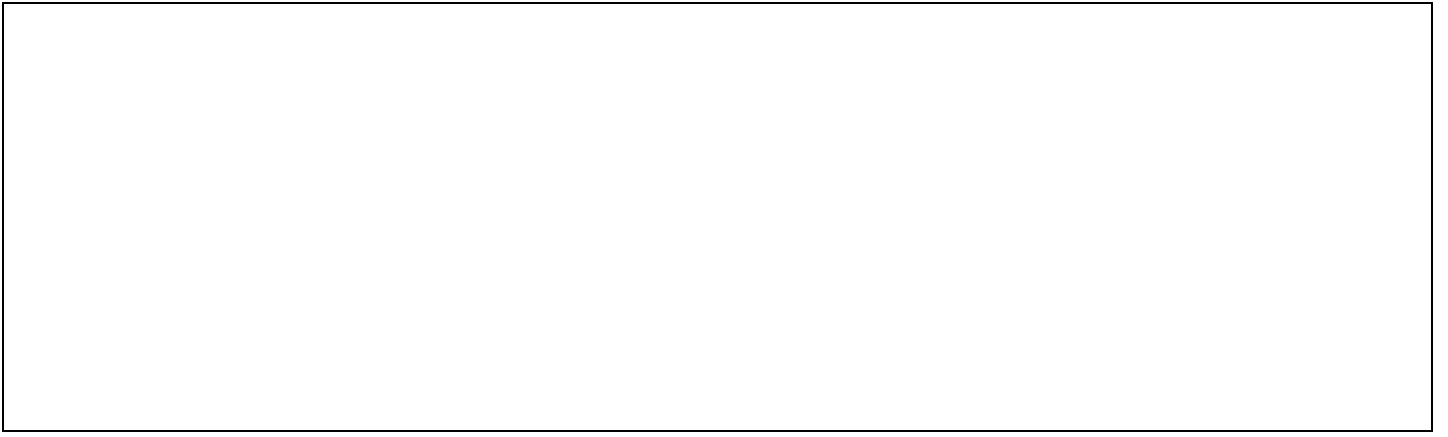
have attached details of recorded offences in an envelope marked 'Confidential'.

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.

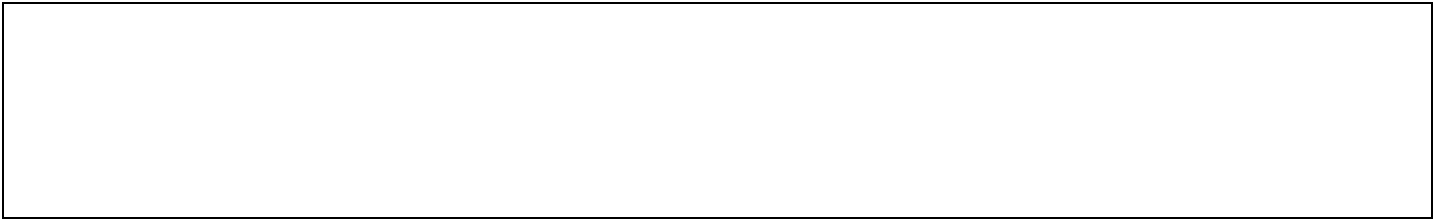
Signature

Date

SUPPORTING STATEMENT



SUPPORTING STATEMENT



SECTION TWO

Name..... Post applied for .....

EQUAL OPPORTUNITIES – MONITORING SUPPLEMENT (Please ✓ appropriate box)

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

Do you wish to apply for this post on a job share basis? Yes/No

Do you have a disability? Yes/No

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

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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)

- a) White  
British/Irish/Any other white background (please state) ..... (delete as appropriate)
- b) Mixed  
White and Black Caribbean/White & Black African/White & Asian/Any other mixed background (please state) ..... (delete as appropriate)
- c) Asian or Asian British  
Indian/Pakistani/Bangladeshi/Any other Asian background (please state) ..... (delete as appropriate)
- d) Black or Black British  
Caribbean/African/Any other black background (please state) ..... (delete as appropriate)
- e) Chinese or other ethnic group  
Chinese/Any other (please state) ..... (delete as appropriate)
- f) I do not wish to give this information

Religion

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

How did you find out about this job?



Newspaper / professional Journal / Word of mouth / other (please specify) ..... (*delete as appropriate*)

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