

Education for All Morocco Ltd

Trustee Application Form

Name of Applicant: _____

The Charity is legally required to carry out a number of pre-appointment checks. The information you are being asked to provide in this form is required so that the Charity can comply with those legal obligations should your application be successful.

Section 1 – Personal Details		
Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:
Former Names: Preferred Name:	Date of Birth:	
Email Address:	Telephone number(s):	
Address:		
Have you read our Safeguarding Policy on the EFA Website?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sanctions, restrictions and prohibitions		
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent charity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answering "Yes" to any of the questions above please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		

Are you related to or do you maintain a close relationship with an existing employee of the Charity? If so, please provide details.

Section 2 – Higher Education if any i.e. University Under Graduate and Post Graduate

Please start with the most recent

Name of University	Dates of Attendance	Subject & Awarding Body

Section 3 – Other Qualifications, Skills or Training

Please provide details of any other qualifications or accredited skills or training which you consider to be relevant to the role for which you have applied.

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Section 4 – Current Employment

Job Title	Date started:
Current employer’s address:	
Brief description of responsibilities:	

Section 5 – Interests

Please give details of any interests, hobbies or skills - in particular any which could be of benefit to the Charity for the purposes of enabling it to further fulfil its charitable objects, vision and mission as described.

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Section 6 – Your Interest in Education For All Morocco Ltd

Please explain (in no more than 600 hundred words) why you are interested in becoming an Education for All trustee. How are your values, life experiences etc aligned with the vision and mission of the charity. How will you be able to add significant value capacity to our work. On the basis of the information provided in the Trustee Job Description, are there any areas where you feel you would require additional support, or where you might have concerns about your ability to fulfil the role?

Section 7 – Criminal Records

As a UK Charity working **internationally**, in **education**, with **children**, the oversight and scrutiny responsibilities imposed on EFA by the Charity Commission are rightly onerous. It is not only unlawful for the Charity to employ or have volunteers (such as trustees) who are barred from working with children. **It is also a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Charity.** If you are successful in your application you will be required to complete a DBS Disclosure Application Form.

Although trustees are not involved in regulated activity, all such appointments are conditional upon the Charity being satisfied with the result of an appropriate DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS. Where candidates are not resident in the UK, they are required to complete successful screening via ACRO and to present an International Child Protection Certificate.

The Charity is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask trustees and job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent") in order to assess their suitability to work with children. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).** It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "**confidential**" with your application form.

Education for All Morocco Ltd is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check (including the barred list information when required).

Section 8 – References

Please supply the names and contact details of **two** people who we may contact for references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend.

It is the policy of the Charity to seek references on shortlisted candidates before interview, including previous employers, to seek verification of information.

Referee 1	Referee 2
Name: Job Title: Organisation: Address: Occupation: Telephone Number/s: Email: <p style="text-align: center;">Please confirm whether you are happy for us to contact your current employer prior to the interview. Please tick.</p> Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Job Title: Organisation: Address: Occupation: Telephone Number/s: Email: <p style="text-align: center;">Please confirm whether you are happy for us to contact your previous employer prior to the interview. Please tick.</p> Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 10 – Recruitment

It is the Charity's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the Charity's Safeguarding and Child Protection Policy is available for download from the Charity's website. Please take the time to read them.

If your application is successful, the Charity will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to the Charity's retention of records policy for further detail on how such information is retained by the Charity.

Section 11 – Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.
- I consent to Education for All Morocco Ltd processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the Education for All Morocco Ltd making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to the Education for All Morocco Ltd making direct contact with the people specified as my referees to verify the reference.

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here:

Signature

Print Name

Date.....

Where this form is submitted electronically and without signature, electronic receipt of this form by the Charity will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 11.

Spent convictions and the DBS filtering rules

Appendix 1

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>