



Experiment in  
International  
Living UK

## Application for Chair designate of Board of Trustees

Please complete all sections in Black Ink

EIL UK is committed to safeguarding and promoting the welfare of children and young people and expects all applicants to share this commitment.

CVs will **not** be accepted in place of any information required on this form.

### PERSONAL DETAILS

<b>First Name:</b>	<b>Last Name:</b>
<i>(Include all names known by)</i>	
<b>Address:</b>	<b>Telephone no (Day):</b>
	<b>Telephone no (Evening):</b>
	<b>Telephone no (Mobile):</b>
<b>Post Code:</b>	<b>Email address:</b>
<b>National Insurance No:</b>	

### EMPLOYMENT

<b>Title of present or most recent post:</b>	
<b>Name and address of current or most recent employer:</b>	<b>Post Held</b>
	<b>From:                      To:</b>
	<b>Salary:</b>
	<b>Perm or Temp:</b>
	<b>Other Benefits:</b>
<b>Telephone No:</b>	<b>Notice to end present post:</b>
<b>Reason for leaving:</b>	
<b>Briefly describe the main duties and responsibilities of your current or most recent post</b>	

<b>PREVIOUS A POSITION:</b> <i>All since leaving school in chronological order</i>				
<b>Job Title</b>	<b>Name of Employer</b>	<b>From mm/yy</b>	<b>To mm/yy</b>	<b>Reason for leaving</b>

<b>OTHER QUALIFICATION(S)</b> <i>Please state all achieved - Secondary</i>					
<b>Name/Address of School/college</b>	<b>Qualification</b>	<b>Year obtained</b>	<b>Level</b>	<b>Subject</b>	<b>Grade</b>

<b>HIGHER EDUCATION/PROFESSIONAL QUALIFICATION(S)</b> <i>Please state all achieved</i>			
<b>Qualification</b>	<b>Provider</b>	<b>Date obtained</b>	<b>Grade / Class</b>

**OTHER INFORMATION**

Have you ever held a position in this company before? YES/NO

If YES please give full details

Have you ever applied for a position with this company before? YES/NO

If YES, please give details:

Please give details of any allegations of misconduct or professional unsuitability:

If you are related to a member of the board or employee of EIL UK give the name of the relative and your relationship:

**NB:** If you canvass any board member or employee about your application you may be disqualified. This does not stop a board member or employee giving a written reference about you.

## **CRIMINAL RECORDS**

Most posts in EIL UK are exempt from The Rehabilitation of Offenders Act 1974 and therefore, all convictions, cautions and 'bind-overs', including those regarded as 'spent' must be declared. Providing false information is an offence and could result in the application being rejected or summary dismissal if recruited and possible referral to the police.

Do you have any endorsements or penalty points on your driver's license? YES/NO

If YES please give details.

Have you been convicted of a criminal offence? Yes / No

If YES, please give brief details of the offence, including the date of the conviction.

Do you have any criminal charges or summonses pending against you? Yes / No

If YES, please give details.

**NB:** Prior to commencement EIL UK will request an Enhanced DBS Certificate.

## **DISABLED APPLICANTS**

The Disability Discrimination Act 1995 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities.

Taking this definition into consideration do you consider you have a disability?  
YES / NO

If you are short listed, please describe any special arrangements, which you would like the EIL UK to make for your interview.

**THE ASYLUM AND IMMIGRATION ACT 1996**

Do you need a work permit to take up a position in the UK? YES / NO

Date of expiry of current work permit:

**REFERENCES**

Please give names and addresses of **TWO** referees, not related to you or solely writing in the capacity of friends. The referees must be your current/most recent and previous employer, both of whom should have known you in a professional context for at least one year. If an employer's reference cannot be provided due to longevity with a previous employer or no a position history, etc., a suitable alternative shall be agreed.

References may be taken up prior to interview, unless you have specifically requested otherwise in the section below.

Name		Name	
Position		Position	
Working Relationship		Working Relationship	
Address		Address	
Post Code		Post Code	
Tel No		Tel No	
Fax No		Fax No	
E-Mail Address		E-Mail Address	
Contact before interview	YES      NO	Contact before interview	YES      NO

**SUPPORTING STATEMENT** - Please explain how you meet the requirements outlined in the person specification. You should give examples from previous a position including voluntary work.

## DECLARATION

- I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and qualifications and successful completion of a probationary period.
- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the Data Protection Act 1998.

Signed:

Date :

## DATA PROTECTION ACT 1998

Information given on the form will be held at EIL UK. Strict confidentiality will be observed and the information will only be used for statistical and record keeping purposes.

### **For Internal use only**

#### **Interview checklist re: Conditions of the Position & Safeguarding**

Seen and photocopied appropriate documentation to process DBS checks?

Ensured all questions relating to any current and pending convictions have been answered / discussed satisfactorily?

Obtained a photocopy of NI card, P45, P60 or of a pension statement, etc., to prove right to work in the UK?

Reviewed / questioned any gaps in a position history?

Ensured reference details complete and referees are appropriate i.e., current/previous employers?

Questioned satisfactorily any health disclosures / issues likely to impact upon role?