

# APPLICATION FOR APPOINTMENT AS A MEMBER OR TRUSTEE/GOVERNOR

## 1. Personal Details

Surname	
Forenames	
Previous/other names	
Current address	Email
	Mobile
	Home Tel.
Postcode	
Current Role	
Relevant experience employment or voluntary	

## 2. Why are you applying to be a member or trustee/governor of the Academy Trust?

--

## 3. Criteria to be used when considering your application to become a Trustee/ Governor.

- A commitment to supporting the Trust's vision and raising standards of achievement.
- Ability and willingness to work constructively as part of a team in the best interest of the schools.
- Ability to contribute needed skills and expertise as identified through a skills audit of all Trustees.
- A willingness to fulfil the role of trustee with energy and enthusiasm and a commitment to preparing for and attending trustee meetings on a regular basis.
- Meeting the relevant statutory eligibility requirements for charity Trustees as set out in the relevant regulations and undergoing all necessary background checks (for example, an Enhanced DBS check).
- A commitment to promoting and supporting equality of opportunities in line with the Trust's Equalities Policy
- A willingness to attend further training as required.
- An undertaking not to behave in any way that would have cause to bring the Trust or its schools into disrepute.

#### 4. Declarations\*

I have read the above criteria and I agree to abide by them if I should be appointed as a Trustee. Furthermore, I certify that the information given in this application is true and accurate and I have disclosed any and all information that may have a bearing on my appointment. I understand that any appointment is subject to an Enhanced DBS Check and further due diligence, including references, may be required.

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

**Data Protection Act:** This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the Trust to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trust in the first instance. Trust considers every application regardless of gender, age, disability, sexual orientation, race, religion and belief. The data within this form will be used by the Trust to determine your eligibility for the role of trustee/governor and whether you can bring knowledge, skills or experience which has been identified as a need within the Trust. If we have no suitable vacancies at present, we will retain your application for six months.

### MEMBER or TRUSTEE/ GOVERNOR DECLARATION FORM

Surname

Forenames

Previous/other names

Is there any reason that you should be disqualified as a Member or Trustee/Governor?

Yes / No

If Yes, please give details.

Are you currently a serving Trustee or Governor at another school or Trust?

Yes / No

If Yes, please give details of your role and the name, area and phase of the education.

Do you have any close personal relationships with any pupil, employee or Trustee of the Trust?

Yes / No

If Yes, please give details.

Does a company you are a director or owner of have a contractual relationship with the Trust?	Yes / No
If Yes, please give details of your role and the name company, with an overview of the service provided	

<b>Are you interested in becoming:</b>	Trustee	<input type="checkbox"/>	Local governor	<input type="checkbox"/>	Member	<input type="checkbox"/>	
<b>Please now also complete the attached skills audit giving details of the skills, qualifications and experience you could bring to the role.</b>							
<b>Have you been a school governor, academy governor or charity trustee before?</b>							
School governor	<input type="checkbox"/>	Academy governor	<input type="checkbox"/>	Charity trustee	<input type="checkbox"/>	None of these	<input type="checkbox"/>
<b>If you have ticked any of the boxes above, please give the name of the school, academy or charity</b>							
<b>Do you have children of school age?</b> (You may be eligible to be a parent governor)				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Please give the name(s) of the school(s) they attend</b>							

I declare that I am not disqualified from serving as a school Trustee and that:

- **I am** aged 18 or over at the date of this election or appointment.
- **I am not** liable to be detained under the mental health act 1983.
- **I am not** bankrupt or subject to a disqualification order under the Company Director's Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body.
- **I am not** included in the list (Barred List) of teachers and workers with children or young persons whose employment is prohibited or restricted.
- **I am not** disqualified from being the proprietor of an independent school or from being a teacher or other employee in any school.
- **I am not** disqualified from working with children.
- **I have not** in the last five years received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine.
- **I have not** in the last twenty years been convicted of any offence and had passed on me a sentence of imprisonment of not less than two and a half years.

- **I have not** at any time had passed on me a sentence of imprisonment of not less than five years.
  - **I have not** in the last five years, been fined for causing a nuisance or disturbance on education premises.
  - **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- I agree to provide proof of identity to the school in the form of an original passport, driving licence or birth certificate from which a copy will be taken for our records.

I have read the above statements and certify that the declarations given are true and accurate and I have disclosed any and all information that may have a bearing on my appointment. I understand that any appointment is subject to an Enhanced DBS Check and further due diligence may be required.

**Signed:**

**Date:**

### **Safer recruitment and eligibility to serve as a governor/trustee**

**As part of your application to become a Trustee or local governor, you need to provide details of at least one referee who knows you well (preferably two). These can either be business or personal references from someone who has known you for at least two years. Please provide at least one method of contact for each referee.**

#### **REFEREE 1**

<b>Name</b>		<b>Relationship to you</b>	
<b>Email</b>			
<b>Telephone number</b>			
<b>Contact address including postcode</b>			

#### **REFEREE 2**

<b>Name</b>		<b>Relationship to you</b>	
<b>Email</b>			
<b>Telephone number</b>			
<b>Contact address including postcode</b>			

## EXPERIENCE AND SKILLS AUDIT

**Name:**

**The Trust wants to ensure that there is the right blend of expertise and experience for the Trust Board and its sub-committees (including Local Governing Bodies) to work effectively. The experience and skills audit is designed to inform the Trustees' recruitment decisions by identifying which areas of expertise you might bring to the organisation. You do not need to demonstrate competency in each area.**

Please look at the skills areas below and tell us about any experience or knowledge you have in those areas, any relevant qualifications and the length of any experience. Finally, please score yourself against each skills area based on the following scores: 5 – very experienced; 4 – experienced; 3 – reasonably experienced; 2 – limited experience; 1 – very limited experience; 0 – no experience. You should give a score for each row.

SKILL AREA	WHAT?	HOW?	WHEN?	Score
	<i>Give an indication of your experience or knowledge in this area.</i>	<i>Give details of any relevant posts held or qualifications achieved.</i>	<i>Give the length of recent or current experience in the area.</i>	
Accounting and audit				
Business efficiency/process improvement				
Chairing of groups or meetings				
Change management				
Charities				
Communities in the local area				
Corporate governance				

SKILL AREA	WHAT?	HOW?	WHEN?	Score
	<i>Give an indication of your experience or knowledge in this area.</i>	<i>Give details of any relevant posts held or qualifications achieved.</i>	<i>Give the length of recent or current experience in the area.</i>	
Curriculum design and assessment				
Data analysis				
Education in schools				
Employment law and HR practice, including CPD				
Equality and diversity				
Financial management				
Fundraising				
Health and safety				
Leadership				
Operational management				
Performance management and appraisal				
Premises management				

SKILL AREA	WHAT?	HOW?	WHEN?	Score
	<i>Give an indication of your experience or knowledge in this area.</i>	<i>Give details of any relevant posts held or qualifications achieved.</i>	<i>Give the length of recent or current experience in the area.</i>	
Procurement				
Project management				
Quality improvement processes				
Risk management				
Safeguarding				
School governance				
Social issues in the area				
Special educational needs				
Sport and leisure				
Strategic planning				
Sustainability				
Young people's welfare and health				