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Trustee and Governor application form

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| Data protection notice |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You will find more information on how we use your personal data in our privacy notice for job applicants. For a copy of this notice you can contact [governance@libertytrust.org.uk](mailto:governance@libertytrust.org.uk) |

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| Disclosure and barring and recruitment checks |
| The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  If you are going to be involved in regulated activity, the DBS check will include a barred list check.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No  Your position as governor will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we have received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:   * Inclusion in the list of those unsuitable to work with children * Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor * Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor * Having received a prison sentence of 5 years or more * Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor |

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| section 128 check |
| The Trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.  This includes trustees, and governors on local committees who have been delegated any management responsibilities. |

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| right to work in the uk and other checks |
| The trust will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK. |

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| sign and date |
| Name (please print):  Sign:  Date: |

Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

**Any queries and completed applications should be sent to Chris Rossiter,** [**governance@libertytrust.org.uk**](mailto:governance@libertytrust.org.uk)**.**

Personal details and eligibility

| Personal details | | |
| --- | --- | --- |
|  | **Title** |  |
|  | **Name** |  |
|  | **Address** |  |
|  | **Phone number** |  |
|  | **Email address** |  |

**Eligibility**

I confirm that I:

* Am aged over 18
* Am not a current pupil at the school
* Have not been declared bankrupt
* Am not the subject of a bankruptcy restrictions order or an interim order
* Am not subject to any of the disqualifying reasons set out in the 'disqualifying reasons table' (see the first section of [this guidance](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions))
* Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)
* Have not been disqualified from holding office as a governor
* Have not been disqualified from being a company director and/or a charity trustee
* Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
* Have not had my estate seized for the benefit of creditors and the declaration of seizure hasn’t been discharged, annulled or reduced

These criteria are set out in more detail in articles 68 to 80 of the [articles of association.](https://www.libertytrust.org.uk/attachments/download.asp?file=28&type=pdf)

I confirm that I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, Liberty Academy Trust will be entitled to terminate my appointment without notice.

Please sign and date to indicate that you have read, and agree to this information:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment and education

Please give details of all previous positions you have held since leaving school, starting with the most recent first.

| employment history | | | | |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Position Title** | **Reason for leaving** |
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| Please provide details of any gaps in employment | | | | |
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| Education history | | | |
| --- | --- | --- | --- |
| **Qualification** | **Date** | **Award/ Grade** | **Establishment** |
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Personal statement

| Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate.  Please ensure you restrict your response to a maximum of 500 words. |
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References

Please provide two references. They cannot be related to you, and one should be your current employer.

| referee 1 |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |

| referee 2 |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |

**Equal Opportunities**

The Trust is committed to having a workforce that reflects the diverse make up of the communities it represents. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our recruitment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.**

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| --- | --- | --- |
| **What is your ethnic group?**  Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background: | | |
| 1. **White**   British  Irish  Any other White background  *please write in below* | 1. **Mixed**   White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  *please write in below* | 1. **Asian or Asian British**   Indian  Pakistani  Bangladeshi  Any other Asian background  *Please write in below* |
| 1. **Black or Black British**   Caribbean  African  Any other Black background  *Please write in below* | 1. **Chinese or Other ethnic**   **Chinese**  Any other  *Please write in below* | **Would rather not state** |

**Do you consider yourself to have a disability? Yes**  **No**  **Would rather not state**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which of the following best describes your sexual orientation?** | | | | |
| Heterosexual | Gay | Lesbian | Bisexual | Would rathernot say |
| **Which of the following best describes your gender?** | | | | |
| Male | Female | Date of Birth | | Age |

**Transgender: Is your gender identity the same as your gender at birth?** Yes  No

**Data Protection**

The information supplied on this form is being collected as part of the school’s recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars.

When you complete this form you are giving your consent to Liberty Academy Trust to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.