

Application Form

Appointed Governors

CONFIDENTIAL

Prior to completion of this application form, there is information available in the Governance section of the Academy website <https://www.queenelizabeths-ac.org.uk/> If you have not already done so you may also find it helpful to have a discussion with the Chair/Vice Chair of Governors and the Principal and this can be arranged at a convenient time.

You will find enclosed a short introduction to 'Being an Academy Committee Member, and on successful appointment to the Academy Committee you will be asked to complete a Skills Audit. The skills review helps us to understand your experience and how we can also help and seek opportunities to enhance the training and information we provide for our governors.

Please use BLACK ink or complete ELECTRONICALLY and complete ALL sections			
POSITION :		APPOINTED : ACADEMY COMMITTEE MEMBER	
NAME OF ACADEMY:		Queen Elizabeth's Academy	
1. PERSONAL DETAILS			
Name:		Home telephone no:	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Mobile/ Work telephone no:	
Address:		Email address:	
2. PRESENT OR LAST EMPLOYER			
Name and address of employer:		Name and address of establishment where employed (if different):	
Nature of business:		Job title/Post:	
Brief description of duties:			
3. CURRICULUM VITAE			
Please attach a short Curriculum Vitae to the application form. Include work/voluntary experience, education, training, qualifications and membership of professional bodies.			

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

In no more than 100 words, please give details of any relevant experience, skills or knowledge to support your application to the governing body.

5. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer, or a professional relationship

The Academy reserves the right to approach any previous employer or manager.

Name (Referee 1):		Name (Referee 2):	
Status:		Status:	
Organisation (if appropriate) / professional relationship:		Organisation (if appropriate) / professional relationship:	
Address:		Address:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

6. DISCLOSURE OF CRIMINAL BACKGROUND

It is the Academy's policy that all governors complete a Disclosure and Barring Service (DBS) check. If you consent to this your name and email address will be used by HR to start the DBS process using the on-line system. You will receive an email with a form to complete and once you have done this, you will need to bring in copies of 3 pieces of ID evidence to the Clerk. These are passport, driving licence and a utility bill/bank statement less than 3 months old for checking your address. Your application can then be verified.

Please answer the following questions:

Do you consent to the Academy completing a DBS check?

YES NO

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates:

All academies within The Diverse Academies Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Academy's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

7. GENERAL

You are required to declare below any relationship with or to a Member of the County Council or an employee of the Authority.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates.	YES <input type="checkbox"/> NO <input type="checkbox"/> Details:
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This information is required, including that related to warnings regarded as "spent" in order for the Academy to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable students. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

8. DISABILITY DISCRIMINATION ACT 2005

The Disability Discrimination Act 2005 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities" and covers people with cancer, HIV and MS from the date of diagnosis. The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to be disabled?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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9. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are a governor and used for personnel administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. The Trust/Academy is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information visit: www.informationcommissioner.gov.uk or contact the Trust's Data Protection Officer on 01777 861402.

10. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, and then disciplinary action may be taken which may include dismissal from the post.

Signed

Print:

Please return your completed forms and CV by post/hand to: Clerk to the Academy Committee (Returning Officer), Queen Elizabeth's Academy, 150 Chesterfield Road South, Mansfield, Nottinghamshire NG19 7AP or by email to epaine@dalp.org.uk

I have read the **GDPR** [General Data Protection Regulations] Guidance and understand that the information I have given will only be used for governance related matters within DALP and if there is any requirement for my data to be used for another purpose DALP will seek my permission and confirmation prior to my information being shared or published. I understand and accept that Diverse Academies Learning Partnership will retain my information for 3-years from the date of this confirmation, unless I advise otherwise.

<https://www.dalp.org.uk/documents/Policies/GDPR.pdf>

It is required that you acknowledge that you have read and understand the above regarding the use of your personal information by ticking the box and also signing below to indicate your confirmation.

I have read and understand the purpose for which Diverse Academies request and store and retain my personal information

Signed Print: