

APPLICATION FOR GOVERNANCE

If you are not filling in this form electronically, please complete in black pen.

Governance Application	
Member	<input type="checkbox"/>
Director	<input type="checkbox"/>
Local Governing Body	<input type="checkbox"/>
School	<input type="text"/>

Section 1 – Personal Details	
Title	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Forenames	<input type="text"/>
Surname	<input type="text"/>
Former Names	<input type="text"/>
Preferred Name	<input type="text"/>
Address	Home Tel: <input type="text"/>
	Work Tel: <input type="text"/>
	Mobile Tel: <input type="text"/>
Post Code	<input type="text"/>
Email address:	<input type="text"/>
<p>Are you related to or do you maintain a close relationship with an existing employee, volunteer or Director of The Exceptional Education Trust. If so, please provide details:</p> <input type="text"/>	

Section 2 – Employment

Are you in current employment?

Current/most recent employer/other employment status:

Nature of employer business:

Your most recent job title:

Section 3 - Experience and personal skills

Please give details of any experience (including voluntary, church or community work), skills, abilities and interests you have which you feel will help you as a member of the school community. You are also asked to complete the attached skills audit.

Section 4 – Reasons for applying

Please give your reasons for applying for this post and say why you believe you are suitable for the position.

Section 5 - Health

The MAT welcomes representations from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Equality Act 2010 ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If you wish please give further details:

Are there any special arrangements or adjustments you might require to fulfil the duties? Yes No

If yes, please give details here:

Section 6 – Criminal Records

Your appointment is conditional upon the Trust receiving a satisfactory Disclosure from the DBS and you will be required to complete a Criminal Records Bureau disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the Trust on request).

The Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from appointment

Have you been convicted by the courts of a criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your form.

Section 7 – Statement of Confirmation

- I confirm that the information I have given on this form is true and correct to the best of my knowledge.
- I confirm that I am not on Children’s Barred List and disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in this expression of interest not progressing or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the MAT processing the information given on this form, including any 'sensitive' information, as may be necessary during selection process.

Signature:

Date:

We will take up references from two nominated referees. The referees you nominate should have known you for three or more years. Between them, they should be able to write positively about some of your skills and experience as an employee, as a volunteer in the community, your potential contribution to the strategic direction and oversight of a school, your knowledge of and contribution to organisational governance and/or management, your engagement in a local worshipping community, and any other relevant experience. They should also be able to comment on your ability to commit to the ethos and mission of the academy:

1. Details of 2 named referees (from whom we can request references)

<p>Referee 1</p> <p>Name Capacity in which they know you</p> <p>Contact details</p> <p>.....</p> <p>.....</p>
<p>Referee 2</p> <p>Name Capacity in which they know you</p> <p>Contact details</p> <p>.....</p> <p>.....</p>

Please return the completed form to:

HO'Reilley@norligton.school

or

*Heather O'Reilley
Norlington School and 6th Form
Norlington Road
Leyton
London
E10 6JZ*

FOR OFFICE USE ONLY

Date form received _____

Date of Ratification _____

4 year appointment effective from _____

Re-appointment/New Appointment – replacing _____

Date Clerk to Trust notified _____

QUALIFICATION AND DISQUALIFICATION

The applicant with The Exceptional Education Trust must be aged 18 or over at the time of his or her election or appointment. A person cannot hold more than one position at the same school.

A person is disqualified from holding or from continuing to hold office if he or she:

- is detained under the Mental Health Act 1983 during his or her period of office;
- fails to attend the Governance meetings – without the consent of the Trust – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to *ex officio* members);
- is subject to a bankruptcy restriction order or an interim order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986,
 - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989,
 - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002,
 - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for child-minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming an Academy member or since becoming a Trustee;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a Trustee;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as an Academy member or a foundation governor in any academy or school ;
- refuses to allow an application to the Disclosure Barring Service for a criminal records certificate. Further information about the Disclosure Service can be found at www.disclosure.gov.uk.
- Refuses to undertake section 128 direction which is required for Directors and Members. Further information can be found in Keeping Children Safe document.

Equality of opportunity

The Exceptional Education Trust is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the Equalities Monitoring form. This information will not be used during the selection process and will only be used for monitoring purposes. All information will be treated in the strictest confidence.

Do not enclose references or pictures of yourself.

The Exceptional Education Trust is committed to making reasonable adjustments to make access to the role more accessible to Disabled people. This includes travel costs for disabled people who are not able to use public transport.

Convictions and Disclosure

The Exceptional Education Trust is committed to safeguarding the welfare of children and will require the disclosure of any criminal convictions. Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and adults is widely drawn

The Exceptional Education Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by The Exceptional Education Trust procedures.

All posts will require Criminal Records Bureau clearance.

The Exceptional Education Trust will follow the Criminal Records Bureau Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Complaints procedure

If you feel you have been treated unfairly you can write to the Chief Executive, who will investigate your complaint.

We will provide a written reply and if something has gone wrong we will say so and try to put it right.

Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

NB It may be useful to keep a copy of the application form for future reference.