

# BEVERLEY GRAMMAR SCHOOL GOVERNOR APPLICATION FORM



**Applicant name:** \_\_\_\_\_

Please send completed application forms to Ms Kelly Smith, Clerk to the Governing Body via email to [k.smith@beverleygrammar.co.uk](mailto:k.smith@beverleygrammar.co.uk) or post to Clerk to the Governing Body, Beverley Grammar School, Queensgate, Beverley HU17 8NF.

## 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 can find more information on how we use personal data in our Data Protection Policy which is available on our website.

## DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Beverley Grammar School Academy 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 school’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 five years, the school may require additional information 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 five 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:

- Included on the Children's Barred List - the list of those unsuitable to work or disqualified from working with children
- Being declared bankrupt
- Have a mental disorder and are likely to be detained under the Mental Health Act 1983
- Removed for non-attendance within the last six months
- Removed from office of charity trustee
- Disqualification order under Company Directors Act 1986
- Have been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- Have received a prison sentence of two and a half years or more in the 20 years before becoming a governor
- Have received a prison sentence of five years or more
- Have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor.

#### SECTION 128 CHECK

The school 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 governing bodies who have been delegated any management responsibilities.

#### 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.

**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.

Please complete and return to: The Clerk to the Governing Body, Beverley Grammar School, Queensgate, Beverley, HU17 8NF.

**Personal details and eligibility**

**PERSONAL DETAILS**

<b>Title</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone number</b>	
<b>Email address</b>	

**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

APPLICANT NAME: \_\_\_\_\_

- 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

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

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

## Education, employment and training

### EDUCATION AND EMPLOYMENT HISTORY

#### Highest level of education received

*Please state the institution, qualification received and classification.*

#### Please give details of any other relevant education or training courses

#### Current employment

*Please state your employer, role, length of time in role and a summary of responsibilities.*

**EDUCATION AND EMPLOYMENT HISTORY**

**Relevant previous employment**

**Other relevant interests and experience**

*This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor.*

**A BIT MORE ABOUT YOU**

**Why would you like to become a governor?**

APPLICANT NAME: \_\_\_\_\_

**EDUCATION AND EMPLOYMENT HISTORY**

**Why would you like to become a governor at our school in particular?**

**What skills can you bring to the role?**

## 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	

## Skills audit

Please tick to indicate how confident you are in the following areas:

SKILL	PROFESSIONAL- LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Strategic planning				
Setting a vision, values and goals				
Public sector or charity governance				
Knowledge of the education sector				
Teamwork and collaborative decision making				
Communication skills				
Financial management				
Fundraising/income generation				
Human resources				
Performance management				
Data analysis				
Legal skills				



APPLICANT NAME: \_\_\_\_\_

SKILL	PROFESSIONAL- LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Health and safety				
Premises management				
Curriculum and assessment				
Safeguarding				
Special educational needs and disabilities (SEND)				
Approving and monitoring the implementation of policies				
Compliance				
Marketing/public relations				
Procurement				
ICT or technology skills				
Further or higher education				
Knowledge of the local community				

**Thank you for your interest in governance at Beverley Grammar School.**