

Trustee 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.  [Privacy Notice - Members, Trustees and other volunteers](https://woodchurchhigh.com/wp-content/uploads/2024/04/PrivacyNoticeMembersGovernorsAndVolunteers.pdf) |

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| Disclosure and barring and recruitment checks |
| Woodchurch High School 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 Woodchurch High 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 10 years, Woodchurch High School 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 10 years?:** ☐Yes ☐No  Your position as trustee 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 trustee:   * 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 trustee or since becoming a trustee * Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a trustee * 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 trustee |

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| section 128 check |
| Woodchurch High 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 trustees on local governing bodies 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.

Please complete the application form provided with this information pack and attach a covering letter.

Please email your application to Tanya Jordan (PA to Headteacher):

[tanya.jordan@woodchurchhigh.com](mailto:tanya.jordan@woodchurchhigh.com)

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 trustee
* 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 [model articles of association](https://www.gov.uk/government/publications/academy-model-memorandum-and-articles-of-association).

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

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

Education, employment and training

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| 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.* |
| **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 trustee.* |
| a bit more about you |
| **Why would you like to become a trustee?** |
| **Why would you like to become a trustee 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** |  |

**EMPLOYMENT REFERENCE CONSENT**

In order for us to seek employment references from the two referees named on your application form, we need to provide your referees with evidence that you have consented for a reference to be supplied.

Please therefore read the information overleaf and sign to confirm that you understand and consent for you information to be used.

This information will be requested prior to interview wherever possible.

We may also make follow up contact with your referees before or after an offer of appointment is made should we require further clarity on the information supplied.

| APPLICANT DECLARATION |  |
| --- | --- |
| I hereby authorise Woodchurch High School to contact the referees I have named on my application form and I give my consent for information to be requested and supplied.  I understand that a copy of this declaration will be provided to the individuals who are contacted. | |
| **Signed** |  |
| **Print Name** |  |
| **Date** |  |

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 |  |  |  |  |
| 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 |  |  |  |  |

Section B – Monitoring of Equality and Diversity

Woodchurch High School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

**Why do I need to complete Equality & Diversity Questions?**

The Academy has a legal duty to promote equality. This duty applies to everything the Academy does, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.

**What happens to the Equality & Diversity information?**

All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting to Committee and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee’s personal record on the Academy’s Human Resources system and used for the purpose of statistical reports in relation to equality and performance indicators including recruitment.

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| SEX |  | | DATE OF BIRTH | | |  | | MARITAL STATUS |  | | | NATIONALITY | |  | |
| ETHNIC ORIGIN – PLEASE TICK ONE | | | | | | | | | | | | | | | |
| White | | British | | |  | | Mixed | | | White & Black-Caribbean | | | | |  |
| Irish | | |  | | White & Black-African | | | | |  |
| Other\* | | |  | | White & Asian | | | | |  |
|  | | | | | Other\* | | | | |  |
| Asian or Asian-British | | Indian | | |  | | Black or Black-British | | | Caribbean | | | | |  |
| Pakistani | | |  | | African | | | | |  |
| Bangladeshi | | |  | | Other\* | | | | |  |
| Other\* | | |  | |  | | | | |  |
| Chinese | | Chinese | | |  | | \* - Other Definition | | |  | | | | | |
| Other\* | | |  | |
| RELIGION OR BELIEF – PLEASE TICK ONE | | | | | | | | | | | | | | | |
| Buddhist | | | |  | | | Christian | | | |  | | | | |
| Hindu | | | |  | | | Jew | | | |  | | | | |
| Muslim | | | |  | | | Sikh | | | |  | | | | |
| No Religion | | | |  | | | Prefer Not To Say | | | |  | | | | |
| Other\* | | | | \* please state | | | | | | | | | | | |
| SEXUAL ORIENTATION – PLEASE TICK ONE | | | | | | | | | | | | | | | |
| Bisexual | | | |  | | | Gay / Lesbian | | | |  | | | | |
| Heterosexual | | | |  | | | Prefer not to say | | | |  | | | | |
|  | | | | | | | | | | | | | | | |
| Are you disabled? | | | | Yes / No | | | Details | | | |  | | | | |
| If Registered Disabled | | | | Registration No: | | |  | | | | Expiry Date: | |  | | |
| CONFIRMATION OF DECLARATION | | | | | | | | | | | | | | | |
| *The details given by me are correct to my knowledge and belief.*  *Signature: Date:* | | | | | | | | | | | | | | | |