Trust Associate: Fern Hill Local Academy Committee Application form

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

All personal data collected is processed in accordance with the Trust's privacy notice.

PERSONAL DETAILS	
Title	
Name	
Address	
Phone number	
Email address	
Diversity form (optional and anonymous-completion helps us to monitor inclusion through our recruitment process and across our trust)	

Eligibility I confirm that I:

- Am aged over 18
- 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)
- 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 Trust's Articles of Association which are published on its website here.

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

Signature: _____ Date: _____

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.*
Previous employment *Please provide details of your 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 effective in your governance role.*
A BIT MORE ABOUT YOU
What skills can you bring to the role? *Please complete the skills audit below and then expand on your strengths here.*

Appointment

Any offer of appointment will be subject to satisfactory references, DBS check and acceptance of the Trust's Code of Conduct (a copy of the Code can be found on its website here). Trust associates are also expected to complete introduction to governance and safeguarding for governors training and must make a declaration of their interests. Full induction to the role will be provided.

Please provide two references. They cannot be related to you, and one should be your current or most recent employer. Note - we will check with you first before we contact your referees.

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 (or type ‘x’) to indicate how confident you are/your level of experience 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				
Chairing a committee or board				
Knowledge of the education sector:				
Primary				
Secondary				
Further/Higher				

SKILL	PROFESSIONAL-LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Curriculum and assessment				
Safeguarding				
Special educational needs and disabilities (SEND)				
Data analysis				
Approving and monitoring the implementation of policies				
Compliance				
Promoting a culture of equality, diversity and inclusion				
Teamwork and collaborative decision making				
Communication skills				
Financial management				
Fundraising/income generation				
Human resources				
Performance management				
Legal skills				
Health and safety				

SKILL	PROFESSIONAL-LEVEL KNOWLEDGE OR EXPERTISE	CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL	A BASIC OR WORKING UNDERSTANDING	NO EXPERIENCE
Premises management				
Marketing/public relations				
Procurement				
ICT or technology skills				
Knowledge of the local community				

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 trust associate 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 trust associate:

- 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 last 5 years Having received a prison sentence of 2 and a half years or more in the last 20 years
- Having received a prison sentence of 5 years or more

- Having been fined for causing a nuisance or disturbance on school premises during the last 5 years

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.

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: