# APPLICATION FOR LOCAL GOVERNING BOARD

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

The Ethos and Mission of the Academy

The Academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Diocese of Blackburn.

The Academy aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Is there a particular academy you want to serve? If so, please state here ………………………………………………………

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| **Section 1 – Personal Details** | |
| **Title:** | |
| **Forenames:** | **Surname:** |
| **Former Names:** | **Preferred Name:** |
| **Address:** | **Home Tel:** |
| **Work Tel:** |
| **Mobile:** |
| **E-mail Address:** | |

Are you related to or do you maintain a close relationship with an existing employee, volunteer or Director of The Diocese of Blackburn Board of Education, Cidari Education Ltd or the Academy? If so, please provide details:

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| **Section 2 – Employment**  **Are you in current employment?** | |
| **Current/most recent employer/other employment status** |  |
| **Nature of employer business** |  |
| **Your most recent job title** |  |

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| **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.** |
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| **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.** |
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| **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?**  **If you wish please give further details:** |
| **Are there any special arrangements or adjustments you might require to fulfil the duties of a School Governor?**  **If yes please give further details:** |

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| **Section 6 – Criminal Records** |
| Your appointment is conditional upon the school received a satisfactory Disclosure from the CRB 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 school on request).  The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normal be considered ‘spent’ under the Act) must be declared. If you have a criminal records this will not automatically debar you from appointment.  **Have you been convicted by the courts of a criminal offence?**  **Is there any relevant court action pending against you?**  **Have you ever received a caution, reprimand or final warning from the police?**  **If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a seal envelope marked ‘confidential’ with your form.** |

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| **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 List 99, disqualified from working 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 false information comes to light after my appointment) summary dismissal 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 the 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.

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

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| **Referee 1**  **Name:**  **Capacity in which they know you:**  **Contact details:** |

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| **Referee 2**  **Name:**  **Capacity in which they know you:**  **Contact details:** |

Please return the completed form to:

[lisa.burke@cidari.co.uk](mailto:lisa.burke@cidari.co.uk)

Lisa Burke

Cidari Education

Clayton House

Walker Park

Blackburn, BB1 2QE

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| **Qualification and Disqualification** |
| A Foundation Governor within Cidari Education Ltd 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 as a Foundation Governor if he or she:   * is detained under the Mental Health Act 1983 during his or her period of office; * fails to attend the Governor meetings – without the consent of the School – 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:  1. a disqualification order or disqualification undertaking under the Company Directors Act 1986, 2. a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, 3. a disqualification undertaking accepted under the Company Directors Disqualification   (Northern Ireland) Order 2002,   1. 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 Criminal Records Bureau for a criminal records certificate. The level of Criminal Records Bureau disclosure required for this post is at Enhanced Level. Further information about the Disclosure Service can be found at [www.disclosure.gov.uk.](http://www.disclosure.gov.uk/) |

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| **Equality of Opportunity** |
| Cidari Education Ltd 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.  Cidari Education Ltd 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.  There is a commitment to Foundation Governor development. |
| **Understanding the Role of a Foundation Governor** |
| Before you complete this form you should read the information regarding the role of the Foundation Governor. |
| **Convictions and Disclosure** |
| Cidari Education Ltd 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  Cidari Education Ltd 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 Cidari Education Ltd procedures.  All posts will require Enhanced Level Criminal Records Bureau clearance.  Cidari Education Ltd 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. |