



HOOK JUNIOR SCHOOL

Governor application form

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 about how we use your data [in our privacy notice](#).

Disclosure and barring and recruitment checks

The 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 school privacy notice.

Do you have a DBS certificate?:

- Yes, I have a DBS certificate and the issue date is:
- No, I do not have a DBS certificate.

If you have lived or worked outside of the UK in the last, the 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 5 years?:

- Yes, I have worked outside the UK in the last 5 years
- No, I have not worked outside the UK in the last 5 years

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:

- 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 governor or since becoming a governor
- Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor
- 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 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.

Sign and date – recruitment checks

Name:	
Signature:	
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.

Personal details and eligibility

Personal details	
Title:	
Name:	
Address:	
Phone number:	
Email address:	

Role

Please indicate the role you are applying for with this application (tick one box only).

- Parent Governor
- Local Authority Governor
- Co-Opted Governor

Important: When there are more applications than vacancies, a ballot of parents will be required elect the required number of governors. When this is the case, your name and the answers you provide in the section titled 'a bit more about you' will be published in the ballot to support your application. *By completing this form and declaring your eligibility for the position, you are also indicating that you are happy for the school to share your name and statements in support of your application during the election process. We will not share any personally identifiable details other than your name.*

Eligibility

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or a sequestration that has not been discharged, annulled or reduced
- 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 been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body
- Have not been disqualified from being a company director and/or a charity trustee
- Have not been disqualified from holding office as a governor
- Have not been removed from office as an elected governor within the last 5 years
- Am not disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
- Am not disqualified from registering under Part 3 of the Childcare Act 2006
- Am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002, or to a section 128 direction
- Am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State

If a **parent governor**, I also confirm that I am not:

- An elected member of the local authority
- Paid to work at the school for more than 500 hours in a year

If a **local authority governor**, I also confirm that I am not a member of the school staff.

If a **co-opted governor**, I also confirm that I am not:

- A parent of a registered pupil at the school
- A staff member
- An elected member of the local authority
- Employed by the local authority in connection with its education functions

NOTE: If you're unsure whether any of the points above apply to you, please check with the Clerk to the governing body.

This, and further detail on when these points apply, is set out in:

- [Schedule 4](#) of The School Governance (Constitution) (England) Regulations 2012
- [Regulation 6](#) of The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014
- [Regulation 2](#) of The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017
- Pages 21 to 22 of the DfE's [statutory guidance](#)

Sign and date - eligibility

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.

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?

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				
Health and safety				
Premises management				
Curriculum and assessment				
Safeguarding				

skill	professional-level knowledge or expertise	confident in the area, but not to a professional level	a basic or working understanding	no experience
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				