



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

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'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 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 ☐ 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:

- 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.

RIGHT TO WORK IN THE UK AND OTHER CHECKS

The School 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

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.

Kindly email your application to office@firstfarm.enfield.sch.uk – Attn- S Mahesh, School Business Manager. We are unable to accept handwritten forms or physical forms

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
- 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

NOTE: If you're unsure whether any of the points above apply to you, please check with the School Business Manager.

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](#)

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

EDUCATION AND EMPLOYMENT HISTORY

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 | | | | |

| SKILL | PROFESSIONAL- LEVEL KNOWLEDGE OR EXPERTISE | CONFIDENT IN THE AREA, BUT NOT TO A PROFESSIONAL LEVEL | A BASIC OR WORKING UNDERSTANDING | NO EXPERIENCE |
|---|---|--|--|------------------|
| 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 | | | | |