

**Application for School Governor**

Name of Applicant:

Position Applied for: School Governor

**Completing your Application Form**

* Please complete the Application Form in full. It is an essential part of our selection process, and the information you give will help us to select candidates for interview.
* References will be obtained prior to interview unless specifically requested not to do so.
* Your position as governor will be conditional on the satisfactory completion of the necessary pre-appointment checks. Godolphin is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before confirming Governor appointments.
* 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.
* An ‘online search’ will be conducted on short-listed candidates.
* Please return to the address shown below or by email. All applications received by Godolphin School are handled in accordance with the requirements of the General Data Protection Regulation 2018.

Email: [hr@godolphin.org](mailto:hr@godolphin.org)

Post: HR Department, Godolphin School

Milford Hill, Salisbury, Wiltshire, SP1 2RA

*Godolphin School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An ‘online search’ will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children’s Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.*

**1. Personal information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | Forenames: | |
| Current address:    Postcode: | | Tel No (Home): |  |
| Tel No (Work): |  |
| Mobile No: |  |
| Email: |  |
| Nat. Insurance No: |  |
| Previous Surname: | |  |  |
| DfES No. | | Do you have Qualified Teacher Status?  **YES / NO** | |

**ELIGIBILITY TO WORK IN THE UK:**

Do you have permission to work in the UK? **Yes/ No**

If you are not a British national, please indicate in what capacity you are in the UK:

**POSITIVE ABOUT DISABILITY:**

Godolphin Schoolis positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview.

If you consider that the provisions of the Equality Act 2010 apply to you, please tick the box.

If you require assistance at any stage of the process, please contact the HR Manager, telephone: 01722 430569 or email: [hr@godolphin.org](mailto:hr@godolphin.org)

Are you related to a Governor or employee of Godolphin School? **YES / NO**

If yes, please provide:

Name: ………..………………………………………….……. Relationship: …………..…………….…………………………….

**2. CURRENT/LAST employER:**

|  |  |  |
| --- | --- | --- |
| Organisation Name: | | |
| Line Managers Name: | | Line Managers Email: |
| Address  Postcode | Position held: | |
| Starting date: | |
| Leaving date: | |
| Responsibilities: | | |
| Reasons for leaving: | | |

**3. current/previous governorships**

|  |  |  |
| --- | --- | --- |
| Start date MM/YYYY | Finish date MM/YYYY | School |
|  |  |  |

Have you ever been removed from membership of a governing body or board of directors for any reason? **Yes / No**

If Yes, please give reasons:

………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………..……….……………………

Are you, or have you been:

A parent or carer of a child in Godolphin? **Yes / No**

An employee of Godolphin? **Yes / No**

A contractor or supplier to Godolphin? **Yes / No**

If Yes, please provide details:

………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………

The following skills audit enables a Governing Body to explore its skills and knowledge base and use the information to organise committees, delegate tasks and assist in identifying any skill gaps for recruitment and training purposes.

Do you have any of the following skills or experience? (tick if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Business – strategy and leadership |  | Data analysis Education – attainment, progress and leadership |  |
| Financial planning |  | Governance |  |
| Health and safety |  | Human Resources |  |
| ICT knowledge |  | Legal knowledge |  |
| Local knowledge |  | Marketing/PR |  |
| Premises maintenance |  | Procurement/contracting services |  |
| Project management |  |  |  |
|  |  |  |  |
| Are there any other skills or experience you have gained that you could bring to the School? | | | |
| Please outline your reasons for showing an interest in becoming a Governor at Godolphin: | | | |

**4. qualifications and professional memberships:**

Provide details of any relevant qualifications and professional memberships.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualifications |  | |  |  |
| Subject | Dates  MM/YYYY MM/YYYY | | Achievements and Awarding Body | Grade |
|  |  |  |  |  |
| Professional memberships | | | | |
| Name of organisation | Dates  MM/YYYY MM/YYYY | | Grade of membership | |
|  |  |  |  | |

**5. Additional information**

Please tick as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** **No** | | | |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.    The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  If you have answered **yes**, supply details of all convictions in a sealed envelope marked “confidential” and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |  |  |  |
| Do you have a portable DBS Certificate? |  |  |  |
|  |  |  |  |
| If yes, please specify:  DBS Certificate Number……………………………………………………………….  Date of Check………………………………………………………………………………  Godolphin policies and procedures on Safeguarding Children (Child Protection), and Recruitment, Selection and Disclosure can be found on our School website. | | | |
|  | | | |

**Privacy statement** – please tick the box below if you give permission:

I give permission for the School to keep my application form and any other papers on file for the 12-month period defined in our recruitment policy if this application is unsuccessful, as per our Recruitment Policy.  If I do not give such consent by leaving this box blank (which is my right under GDPR) my application will be destroyed at the end of the appointment process.

**6. Referees**

Please provide the names and address of two professional/employment referees:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name | |
| Address  Postcode |  | Address    Postcode | |
| Tel No |  | Tel No | |
| Email |  | Email | |
| Occupation & professional relationship to applicant |  | Occupation & professional relationship to applicant | |
| Please provide the name and address of one personal referee (not family) | | | |
| Name |  |  |  |
| Address  Postcode |  |  |  |
| Tel No. |  |  |  |
| Email: |  |  |  |
| Number of years known & relationship to applicant |  |  |  |

**7.**  **Declarations**

I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if role has started and possible referral to the police.

I, the undersigned, declare that:

* I am not disqualified from acting as a charity trustee.
* I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent).
* I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft.
* I have not used arrangements notified under the Disclosure of Tax Avoidance Schemes ("**DOTAS**") rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, where the arrangements featured charitable reliefs or which used a charity, and where my tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
* I have not used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) where such counteraction has become final.
* I have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and I am not:
  + a promoter named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014, or
  + a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final, or
  + a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
* I am not an undischarged bankrupt.
* I have not made compositions or arrangements with my creditors from which I have not been discharged.
* I have not been removed from serving as a charity trustee or been stopped from acting in a management position within a charity.
* I have not been disqualified from serving as a company director.
* I will at all times seek to ensure the School’s funds, and charity tax reliefs received by this organisation, are used only for charitable purposes.

Signed ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EQUAL OPPORTUNITIES MONITORING INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Godolphin Schoolwill seek to ensure that all existing and potential Governors are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.  In order to help the School monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below: This information is confidential and does not form part of your application. **This page will be detached from your application form upon receipt and the information will not be taken into account when making the appointment.**  If you are successful at interview and take up Governorship with the School the equal opportunities information you have provided will be held and maintained in accordance with the Data Protection Act 2018.  Application for the post of:  ……………………………………………………………………..……  Date of Birth:  ……………………………………….………………………….………... | |  | For more details, please contact the Disability Rights Commission www.drc.org.uk | |
|  | **Internal Applicants Only:** |  |
|  | Is this a promotional opportunity for you? |  |
|  | Yes |  |
|  | No |  |
|  | **Ethnic Origin:** |  |
|  | **White:** |  |
|  | British |  |
|  | Irish |  |
| Any other white background |  |
| **Mixed:** |  |
| White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
|  | Any Other Mixed Background |  |
|  | **Asian or Asian British:** |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Any Other Asian Background |  |
| **Black or Black British:** |  |
| Caribbean |  |
| African |  |
| Any Other Black Background |  |
| **Other Ethnic Group:** |  |
| Chinese |  |
| Any Other Ethnic Background |  |
| Prefer not to say |  |
|  | **Religion & Belief:** |  |
| **Gender:** |  |  | Agnostic |  |
| Male |  |  | Atheist |  |
| Female |  | Baha’i Faith |  |
| **Sexual Orientation:** |  | Buddhism |  |
| Heterosexual |  | Christianity |  |
| Bisexual |  | Hinduism |  |
| Gay/Lesbian |  | Islam |  |
|  |  | Jainism |  |
| Prefer not to say |  | Judaism |  |
| **Disability:** |  | Sikhism |  |
| Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as a “physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities” | | Zoroastrianism |  |
| Other |  |
| None |  |
| Prefer not to say |  |
|  |  |
| Yes |  |  |  |  |
| No |  |  |  |  |
| Prefer not to say |  |  |  |  |
|  |  |  |  |  |