



# HALLFIELD SCHOOL

## GOVERNOR APPLICATION FORM

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, Selection and Disclosure Policy and Procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae (CV) **will not** be accepted in place of a completed application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise (see the School's Recruitment, Selection and Disclosure Policy and Procedure for further information).

All governors need a strong commitment to the role and to improving outcomes for the children, the inquisitiveness to question and analyse and the willingness to learn and develop new skills.

Please complete **All Sections** of this form as appropriate, and for ease of photocopying complete in **Type** or **Black Ink** and use **BLOCK CAPITALS**.

**Where you are asked to select from a list of options, please place a 'x' or 'v' in the relevant box or highlight**

<b>Full Name:</b>	<b>Completed applications to be returned to:</b> Bhavesh Patel - Clerk to the Governors Hallfield School Church Road Edgbaston Birmingham B15 3SJ Email: bpatel@hallfieldschool.co.uk
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Where did you hear about becoming a governor of Hallfield School?

<input type="checkbox"/> Previous / current governor <input type="checkbox"/> Parent of the school	<input type="checkbox"/> Hallfield School Website <input type="checkbox"/> Hallfield Employee <input type="checkbox"/> Other
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If **Other**, please provide details:

Please highlight or circle all the areas you where you already have previous experience and where you would be keen to support the School:

<ul style="list-style-type: none"> <li>• Risk</li> <li>• Safeguarding</li> <li>• Property &amp; Estates Development</li> <li>• Business Development</li> </ul> <p>Please include further details in the supporting statement section of this form</p>	<ul style="list-style-type: none"> <li>• Fundraising</li> <li>• Marketing, Communications or Public Relations</li> <li>• Health &amp; Safety</li> <li>• Education</li> </ul>
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Section 1: Personal Details		
Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Date of Birth:	Preferred name:	National Insurance number:
Address:  Post Code:	Home Tel No:	
	Mobile No:	
	Email Address:	
Preferred method of contact:		
Are you eligible for employment in the UK? We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, settlement status or full birth certificate to confirm this.		Y/N
Have you read the School's Safeguarding & Child Protection Policy?		Y/N
Have you read the School's Safer Recruitment, Selection and Disclosure Policy?		Y/N
<b>Please note both policies are available on the School Website or from the HR department upon request</b>		
Section 2: Details of Online Profile		
<p><i>Keeping Children Safe in Education (KCSIE)</i> asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.</p> <p>You are therefore required to provide the following information as part of your application:</p> <ul style="list-style-type: none"> <li>the social media platforms on which you have accounts;</li> <li>the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;</li> <li>any websites you are involved with, in or featured on or named on; and</li> <li>any other publicly available online information about you of which the School should be made aware.</li> </ul> <p>Please use the box below to provide this information. If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.</p> <p>You are <b>not</b> required to provide account passwords or to grant the School access to private social media accounts.</p> <p>If you are not shortlisted for the role, online searches will not be carried out on you.</p>		

### Section 3: Prohibition from Management and Disqualification from Providing Childcare

The School is not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role;
- support staff posts on the senior leadership team; and
- members of the governing body.

The declaration in this form therefore asks you to confirm whether you are prohibited from being involved in the management of an independent school.

The School will also carry out a check to determine whether individuals are prohibited from involvement in the management of an independent school.

### Section 4: Education

Please provide details of secondary, further and higher education, examinations passed, other relevant training undertaken.

Institution Attended	Period of Study (to/from)	Qualification & Subject/s	Result

### Section 5: Membership to any professional bodies:

Please provide details below.

**Section 6: Employment**

Do you or have you ever worked within a School Yes / No

(If Yes, please provide details below including the name of the School, position you held and dates you worked there)

School	Position held	Dates from / to	Reason for leaving

**Section 7: Other Employment and / or Activities (including Voluntary Work)**

Starting with the most recent, please list previous experience in chronological order since leaving full time education. If gaps arise for any period post-education to present day, please explain.

Please continue on separate sheet if necessary.

Dates	Name and Address of Employer	Position held and / or duties

**Section 8: Suitability / Supporting Statement**

Please set out below the reasons for applying to become a Governor including what you feel you would bring to the governing body at Hallfield School.

Section 9: References	
Please provide details of 2 referees (not family members) who have known you for at least 2 years, preferably in a professional capacity, who still know you and have agreed to supply a reference in support of your application to serve as a governor. Please note we will request these references upon receipt of your application form.	
Referee 1 Name:	Referee 2 Name:
Relationship to you: (please provide details)	Relationship to you: (please provide details)
Address:	Address:
Telephone No:	Telephone No:
Email Address:	Email Address:

Section 10: Disclosure and Barring Service Checks, Criminal Record and Children's Barred List
<p>Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions which amount to regulated activity. You will be required to complete a DBS Disclosure application. Appointment as a governor at the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.</p> <p>The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. The School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered 'spent') in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules.</p> <p>Having a criminal record will not necessarily prevent you from taking up an appointment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Safer Recruitment, Selection and Disclosure Policy and Procedure.</p>

Section 11: Declaration
<ul style="list-style-type: none"> <li>• I confirm that I am not prohibited from being involved in the management of an independent school <input type="checkbox"/> (do not tick this box if the role for which you applying does not involve is not a management role)</li> <li>• I confirm that I have provided details of all my online profile (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information <input type="checkbox"/></li> <li>• I confirm that the information I have given on this application form is true and correct to the best of my</li> </ul>

knowledge

- **My commitment to the Seven Principles of Public Life (Appendix A)**
- **I have read the School Governors' Qualifications & Disqualifications (Appendix B) and am not disqualified from selection as a governor.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence**

**Signature:**

**Date:**

Where this form is submitted electronically and without a signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

#### **Appendix A: The Seven Principles of standards in public life**

**1. Selflessness:**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**2. Integrity:**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**3. Objectivity:**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**4. Accountability:**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**5. Openness:**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**6. Honesty:**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**7. Leadership:**

Holders of public office should promote and support these principles by leadership and example.

## Appendix B: School Governor Qualifications and disqualifications

### General

- A governor must be aged 18 or over at the time of their election or appointment. This does not apply to an associate member.

### **A person is disqualified from being a governor or associate member if the following apply:**

- the person is a registered pupil at the school;
- cannot hold more than one governorship at the same school;
- has failed to attend the governing board meetings for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing board. This provision does not apply to the head teacher;
- a foundation (other than ex-officio), local authority, co-opted, partnership governor who has been disqualified for failing to attend governing board meetings may not be nominated for election or appointed as a governor of any category at that school until 12 months has elapsed;

### Bankruptcy

- his/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or he/she is the subject of a bankruptcy restrictions order or an interim debt relief restrictions order;

### Disqualification of company directors

- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order of the Companies Directors Disqualification (Northern Ireland) Order 2002, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429 (2) of the Insolvency Act 1986 (failure to pay under county court administration order);

### Disqualification of charity trustees

- has been removed from the office of charity trustee for a charity by an order made by the Charity Commissioners or High Court on the grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body;

### **Persons whose employment is prohibited or restricted:**

- is included in the list kept under section 1 of the Protection of Children Act 1999(b) (list of those considered by the Secretary of State as unsuitable to work with children);
- is disqualified from working with children under sections 28 and 29 or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children & Families (Wales) Measure 2010 for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006(e);
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;



- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition, or restriction which takes effect as if contained in such a direction).
- Is subject to a direction of the Secretary of State under section 128 of the Education and Skill Act 2008;

#### Criminal Convictions

- has been sentenced to 3 months or more in prison (whether suspended or not and without the option of a fine) within the last 5 years before becoming a governor or since becoming a governor (whether in the UK or elsewhere);
- has received a prison sentence of 2½ years or more within the last 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted and fined for causing a nuisance or disturbance on education premises during the 5 years prior to or since appointment or election as a governor and has been sentenced to a fine;
- A conviction for an offence given by a court outside the UK, which would not have constituted an offence in the UK must be disregarded.

#### Refusal to make an application for a criminal records certificate

- He/she refuses a request by the clerk to the governing board to make an application for a criminal records certificate.

#### Disqualification criteria for categories of governor

- A person eligible to be a staff governor in a school is disqualified from being a Local Authority appointed governor.
- A person who is an elected member of the Local Authority or paid to work at a school for more than 500 hours in any school year cannot be elected or appointed as a parent governor at that school.
- A person is disqualified from nomination or appointment as a partnership governor of a school if he/she is;
  - a parent of a registered pupil at the school;
  - eligible to be a staff governor of the school;
  - an elected member of the local education authority, or
  - Employed by the Local Authority in connection with its functions as a local education authority.
- Upon ceasing to work at the school, a staff governor of a school will be disqualified from continuing to hold office as such a governor.