Trustee/Member Application Form

Please note that appointment to any ELAT governor position is subject to an enhanced DBS and section 128 check.

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| **Are you applying to be a Trustee or Member?** |
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| **PERSONAL DETAILS** | | |
| First Name/s: | | Last Name: |
| Address: | | Previous Names(s): |
| NI Number: |
| Telephone number: |
| Postcode: | | Email Address: |
| Are you the parent/carer of a child attending an ELAT school?   Yes  No | | |
| If yes, which school do they attend? |  | |
| Are you related to or do you maintain a close relationship with an existing employee or volunteer (e.g., Governor on an ELAT Local Governing Board) If so, please provide details: | | |
| Do you hold any other governance roles in any other educational institution; for example, are you a governor, trustee or member for any other school, academy, or trust?  If so, please list the details of all your other school governance appointments below: | | |

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| **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:** |

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| **A BIT MORE ABOUT YOU** |
| **Why would you like to become a trustee or member?** |
| **What skills can you bring to the role?** |

 References

Please provide details of 2 referees who have known you for at least 2 years, preferably in a professional capacity or through another voluntary role. **We cannot accept references from friends and relatives if you have been in paid employment in the last three years, or have undertaken another voluntary role in this period, the referees should be your last employer/volunteer organisation**. We will request these references upon receipt of your application form.   

| referee 1 | referee 2 |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: |  |
| Email: | Tel no: |
| Occupation /Relationship: | Email: |
| How long have they known you? | Occupation /Relationship: |

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| **Data Protection and Processing**  The information that you provide on this form will be held in computerised files maintained by the data controller (ELAT). Your data will be used in accordance with the principles set out in the Data Protection Act 1998 and General Data Protection Regulations 2018, which protect the right to privacy of individuals whose personal details are held by the data controller.  For all academy trustees, members and local governors, the following data will be entered into the Get Information About Schools (GIAS) database and will be publicly available:   * full name (including title) full name (including title) * appointing body (e.g. board, foundation, parents etc) * date of appointment * date term of office ends / ended if in last year * their governance role | |
| **Declaration**:  I understand that any appointment will be conditional on references that are satisfactory to Exeter Learning Academy Trust and a clear enhanced DBS and section 128 check.    I have read the [qualification and disqualification](bookmark://Declaration) list at the end of this application form and can confirm I am eligible to serve as a Trustee or Member.    I agree to the information given on this form being recorded and used by ELAT in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief. | |
| Signature:  Please note that your signature needs to be a conventional signature, or a signature which has been recorded electronically with a digital pen or mouse.  We cannot accept a ‘typed’ signature. | Date: |

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| Data protection notice |
| * **DATA PROTECTION ACT 2018**. Information from this application may be processed for any purposes registered by the Academy under Data Protection Legislation. Individuals have the right of access to personal data held about them by the Academy. This information will be disclosed only to those persons authorized to see it, will be used for the selection process and, for successful candidates will be retained on their personnel file, used for payroll and administrative purposes, and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after 12 months. |

**Please return your completed form to:**

**Trust Clerk**

**Exeter Learning Academy Trust**

**C/O Bowhill Primary School**

**4 Buddle Lane**

**Exeter**

**EX4 1JG**

**Or email to our Trust Clerk:** [**kim.palmer@schoolschoice.org**](mailto:kim.palmer@schoolschoice.org)

**QUALIFICATION AND DISQUALIFICATION**

A Trustee or Member within Exeter Learning Academy Trust must be aged 18 or over at the time of his or her appointment.

A person is disqualified from holding or from continuing to hold office as a Trustee or Member if he or she:

* fails to attend the Trust Board/Member meetings – without the consent of the Trust Board/Members for a continuous period of six months, beginning with the date of the first meeting missed;

**Bankruptcy**

* 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;

**Disqualification of company directors**

* is subject to a disqualification order or disqualification undertaking under the Company Directors Act 1986, or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
* if he or she ceases to be a director by virtue of any provision of the Companies Act 2006 or is disqualified by virtue of Section 72 of the Charities Act 1993

**Disqualification of charity trustees**

* has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or High Court on grounds of any misconduct or mismanagement in the administration of a charity

**Persons whose employment is prohibited or restricted**

* 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;

**Criminal Convictions**

* 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, or since becoming a governor;
* has received a prison sentence of two years or more in the 20 years before becoming a governor;
* has at any time received a prison sentence of five years or more;
* has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor
* refuses to allow an application to the DBS for a certificate. The level of DBS required for this post is at Enhanced Level.  Further information about the Disclosure Service can be found at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>