



PERSONAL DETAILS

Title	
Name	
Address Postcode	
Contact telephone number(s)	
Email address	

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 CHECKS

Your position as trustee will be conditional on the satisfactory completion of the necessary pre-appointment checks. Castleman Academy Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before confirming governor appointments.

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. 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 portable DBS certificate? Yes No Date of check:

SECTION 128 CHECK

The trust 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. The Trust will also carry out an Identity and Right to Work Check.



Ferndown
Middle School



LOCAL AUTHORITY INFLUENCED STATUS

Under sections 68-91 of the Local Government and Housing Act 1989 and regulations made under these sections (the Local Authorities (Companies) Order 1995 SI 1995/849), a company is 'local authority influenced' if 20% or more of the Trustees are deemed to have Local Authority Association. Therefore, to ensure the Board remains compliant, we have to understand the number of Trustees who are deemed to have Local Authority Association. For the purposes of this section, a person is at any time associated with a local authority if:-

- s/he is at that time a member of the authority;
- s/he is at that time an officer of the authority;
- s/he is at that time both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of the authority; or
- at any time within the preceding four years, s/he has been associated with the authority by virtue of the bullet points above.

Do you have Local Authority Association? Yes No

ELIGIBILITY

The following will prevent candidates from holding the office of trustee.

Criteria relating to working with children - You must **not** be:

- disqualified or restricted from working with children or young people, or on the sex offenders register
- included in the list of people considered by the Secretary of state as unsuitable to work with children
- subject to a direction under section 142 of the Education Act 2002
- disqualified from registration for childminding or providing day care
- disqualified from registration under Part 3 of the Childcare Act 2006
- subject to a disqualification order under the Criminal Justice and Court Services Act 2000

Criteria relating to bankruptcy and insolvency - You must **not** have had your estate sequestrated if the sequestration order has not been discharged, annulled or reduced; You must **not** be subject to:

- a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- an order made under section 492(2)(b) of the Insolvency Act 1986

Criteria relating to prison sentences - You must **not** have:

- 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 becoming a trustee or since becoming a trustee;
- received a prison sentence of two and a half years or more in the 20 years before becoming a trustee;
- at any time, received a prison sentence of five years or more

Criteria relating to unspent convictions – You must **not** have unspent convictions for:-

- an offence involving dishonesty or deception
- specified terrorism offences
- specified money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
- specified bribery offences under sections 1, 2, 6 or 7 of the Bribery Act 2010
- the offence of contravening a Charity Commission Order or Direction under section 77 of the Charities Act 2011
- offences of misconduct in public office, perjury or perverting the course of justice
- aiding, attempting or abetting the above offences
- an unspent sanction for contempt of Court

Criteria relating to terrorism – You must **not** be a designated person, under anti-terrorist legislation, for the purposes of Part 1 of the Terrorist Asset-Freezing Act 2010 or The Al Qaida (Asset Freezing) Regulations 2011

Criteria relating to general restrictions - You must **not**:

- have been removed from the office of charity trustee or trustee for a charity from participating in the management or control of any body by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005
- have been found guilty of disobeying a Charity Commission Order
- have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a trustee
- already hold a governorship of the same trust (*if you are applying for re-appointment, this information relates to the period when your current term of office end*)

I declare that I am not disqualified from serving as an academy trustee in relation to the above criteria, that I am over 18 years old and willing to allow an application to the Disclosure and Barring Service (DBS) for a criminal records certificate.

I will notify the Trust immediately of any changes to my circumstances in relation to the restrictions listed above.

I hereby give my consent to act as Trustee for the Castleman Academy Trust, if my application is successful.

PLEASE SIGN AND DATE TO INDICATE THAT YOU HAVE READ, AND AGREE TO THIS INFORMATION

Name (please print)	
Signature	
Date	

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 trustee.

A BIT MORE ABOUT YOU

Why would you like to become a trustee?

Why would you like to become a trustee at our trust in particular?

What skills can you bring to the role?

References

Please provide two references. Referees cannot be related to you.

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. **We do not expect applicants to be skilled in all 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				
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				