



## Local Governor application form

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Please complete all sections of this form using black ink or type and return it to the Trust: [admin@oaktrust.org](mailto:admin@oaktrust.org).

### Personal details and eligibility

PERSONAL DETAILS	
Title	
Name	
Address	
Phone number	
Email address	

A BIT MORE ABOUT YOU
<p><b>Why would you like to become a Governor?</b></p>
<p><b>What skills can you bring to the role?</b> See also Skills Audit below.</p>

## A BIT MORE ABOUT YOU

**Are you currently a serving trustee or local governor at another school or academy? Yes / No**  
If Yes, please give details of your role and the name, area and phase of the education.

**Do you have any close personal relationships with any pupil, employee, trustee or local governor of OAK Academies Trust? Yes / No**  
If Yes, please give details.

### Eligibility

- I confirm that I:
- Am aged over 18
- Am not a current pupil at the school
- Have not been declared bankrupt
- Am not the subject of a bankruptcy restrictions order or an interim order
- Am not subject to any of the disqualifying reasons set out in the 'disqualifying reasons table' (see the first section of [this guidance](#))
- Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)
- Have not been disqualified from holding office as a governor
- Have not been disqualified from being a company director and/or a charity trustee

- 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 had my estate seized for the benefit of creditors and the declaration of seizure hasn't been discharged, annulled or reduced
- These criteria are set out in more detail in articles 68 to 80 of the [model articles of association](#).
- I agree to provide proof of identity to the trust in the form of an original passport, driving license or birth certificate from which a copy will be taken for our records

## SAFER RECRUITMENT AND ELIGIBILITY TO SERVE AS A TRUSTEE

### References

As part of your application to become a local governor, you need to provide details of at least one referee who knows you well (preferably two). These can either be business or personal references from someone who has known you for at least two years. Please provide at least one method of contact for each referee.

REFEREE 1	
Name	
Job title	
Relationship to applicant	
Phone number	
Email address	
REFEREE 2	
Name	
Job title	
Relationship to	

<b>applicant</b>	
<b>Phone number</b>	
<b>Email address</b>	

## 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

For more information see the Governor and Trustees Privacy notice on our website: [OAK Academies Trust - GDPR \(oaktrust.org\)](https://oaktrust.org)

## DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The trust 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 trust'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 trust may require additional information 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 trustee 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 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.

This includes trustees, and governors on local governing bodies who have been delegated any management responsibilities.

## RIGHT TO WORK IN THE UK AND OTHER CHECKS

The trust 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.

## DECLARATIONS

I have read the above criteria and I agree to abide by them if I should be appointed as a governor. Furthermore, I certify that the information given in this application is true and accurate and I have disclosed any and all information that may have a bearing on my appointment. I understand that any appointment is subject to an Enhanced DBS Check and further due diligence, including references, may be required.

Name (please print):

Sign:

Date:

## 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				

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



