

**CONFIDENTIAL**

**GOVERNOR APPLICATION FORM**

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| **Please use black pen when completing this form** |
| **Application for the post of** |  |
| **Advertised at school** |  |
| **Applicant's** **details** |
| Last name |  | First name |  |
| Any other last names |  | Title |  |
| Address |  |
|  |
|  | Postcode |  |
| Day time contact no. |  | Evening / Mobile no |  |
| Email address |  |
| **Current employer (This is for information only)** |
| Employer’s name |  |
| Address |  |
|  |
| Postcode |  |
| Email address |  | Tel No: |  |
| **Other information** |
| Occupation: |  |
| If a teacher, please state name of the school |  |
| If a retired teacher, please state name of former school |  |
| Have you ever been or are you currently a governor? | YES | NO |
| If yes, please give details of the school, type of governor and period of office: |
|  |
| Are you willing to attend training? | YES | NO |
| **Reasons for applying for this post**Please outline your reasons for showing an interest in becoming a school Governor. |
|  |
| **Statement in support of application**Please provide details of how your experience, skills and abilities are relevant to your suitability for the post of school Governor.Attach a continuation sheet if necessary. |
|  |
| **References**Please give details below of two people who can provide information that will confirm your suitability for this post. These can be business or personal references. |
| **Referee 1:** | **Referee 2:** |
| Name Position Address  Tel No *(inc. STD code)*  Email address Relationship to you   | Name Position Address Tel No *(inc. STD code)*  Email address Relationship to you   |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance> |
| **Further information** |
| * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service.** This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.
* Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
* It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
* A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
* Criminal record certificates will only be issued directly to the applicant.  Your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation).  The school and Trust abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.
* The school will also check whether applicants are barred as a result of being subject to a section 128 direction.
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| **Declaration** |
| I hereby confirm that the information I have given above is true.I have read the [**summary of regulations**](https://www.hants.gov.uk/educationandlearning/governors/volunteer/qualificationcriteria) and confirm that I am not disqualified from serving as a school governor and that in the event that I am appointed to a governing body, I will notify the clerk to the governing body immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a school governor whilst disqualified.I agree to the information given on this form being recorded and used by the Hamwic Education Trust in accordance with the Data Protection Act and the General Data Protection Regulation. I confirm that it is correct and complete to the best of my knowledge and belief. |
| **Signature of Candidate** |  | **Date** |  |



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| **Equality Monitoring Form** |
| We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.This information will be treated confidentially and will not be used in any part of the selection process. |
| School: |  |
| Post applied for: |  |
| Last name: |  | First name: |  |
| Date of Birth: |  |
| **Gender Identity** |
| How would you describe your gender identity? |
| Female  |  | Male |  | Transgender (M-F) |  |
| Transgender (F-M) |  | Intersex |  | Gender neutral |  |
| Non-binary or you choose to define your gender in another way |  |
| **Sexual Orientation**  |
| Please indicate your sexual orientation. |
| Heterosexual (straight) |  | Gay woman / Lesbian |  | Bisexual |  |
| Gay man |  | Other |  | Prefer not to say |  |
| **Nationality** |
| British |  | Irish |  |
| Other EU country |  | Other non-EU country |  |
| **Ethnicity** |
| Please indicate your ethnic origin. |
| British |  | White & Black Caribbean |  | Indian |  |
| Irish |  | White & Black African |  | Pakistani  |  |
| Other white background |  | White & Asian |  | Bangladeshi |  |
| Caribbean |  | Other Mixed background |  | Other Asian background |  |
| African |  | Chinese |  | I do not wish to disclose my ethnic origin |  |
| Other Black background |  | Any other background |  |
| \*Please indicate any other ethnic background: |  |
| **Disability** |
| Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment. |
| Do you consider yourself to have a disability?  |
| Yes |  | No |  | I do not wish to disclose my disability data to the school or Trust |  |

Thank you for completing this form.

The above information will not be shared with the selection panel prior to interview.

This information will be retained, confidentially, and used for monitoring purposes.