



EDUCATION TRUST

Application Form for the Role of Trustee/Local Governor

Please complete in black ink

Folio Education Trust or Name of School in which you are interested:	Position Applied for:
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PERSONAL DETAILS

Last Name:	
First Name(s):	
Title:	
Previous Name(s):	
Address (including postcode):	
Contact Telephone Number:	
Email Address:	

Highest educational attainment:	
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Current occupation:		Date Appointed:	
Name of employer and address (full employment history to be included with CV):			

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check and a review of social media presence in line with safer recruitment requirements.

<p>Please indicate (X) whether you can offer any skills or experience in the areas opposite. We welcome a breadth of backgrounds and experience.</p>	<p>Analytical/Organisational Finance/Accounting HR/Personnel Legal/Data Protection Premises/Health and Safety ICT/Data Analytics Experience in an educational setting</p> <p>Any other relevant skills you could offer:</p>
<p>What prompted you to consider being a Trustee/Local Governor and what do you believe you could contribute to the work of the Trust?</p>	
<p>Do you have any children in a Folio Education Trust school – please give name of school, name of child/ren and year of child/ren:</p>	
<p>Please confirm you have the flexibility and willingness to meet during school hours if required:</p>	
<p>Please mention any adaptations or arrangements you may require to undertake the duties of Trustee/Local Governor:</p>	

SUPPORTING DOCUMENTATION

<p>In support of your application, you are requested to include your CV giving a complete employment history, and outlining your experience and suitability with reference to the Candidate Pack.</p>

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REFERENCES

In line with safer recruitment guidelines, we will be seeking references for those we would like to appoint to our Boards. Please provide us with the details of two people we can contact in this respect. Should you have any concerns on this, please let us know.

- *It is strongly preferred that the first reference is from your present or most recent employer.*
- *If any of your references relate to your employment at a school or college your referee should be the Headteacher or Principal. (If you are currently serving as Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body.)*
- *If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.*
- *If you are not currently working with children but have done so previously the second reference must be from that employer.*
- *Please do not name relatives or people solely in the capacity as friends as a referee.*

REFEREE 1	REFEREE 2
NAME:	NAME:
POSITION:	POSITION:
ADDRESS (including postcode):	ADDRESS (including postcode):
TEL NO:	TEL NO:
EMAIL ADDRESS:	EMAIL ADDRESS:
In what capacity do you know the referee?	In what capacity do you know the referee?
May we contact this referee without further reference to you? YES/NO	May we contact this referee without further reference to you? YES/NO
If you are known to either referee by any other name please give details:	

DISABILITIES

If you require any special arrangements to be made for your interview/assessments on account of a disability, please email governanceadmin@foliotrust.uk You will be sent a confidential form to provide us with the information you feel would help us to accommodate your needs during the selection process and thus meet our obligations under the Equality Act 2010.

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DECLARATION

Are you related to or do you have a close relationship with any Trustee, any staff or member of the LGB of the appointing Trust/school? **YES / NO**

If **YES**, who and in what capacity?

NB: Canvassing of Folio Education Trust staff, Trustees, or LGB members by or on behalf of an applicant whether directly or indirectly is forbidden.

This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently, if you are appointed you will be required to undertake an enhanced Disclosure & Barring Service check. Therefore, you will be required to declare ANY convictions, cautions and bind-overs you may have, including those regarded as 'spent'. However, the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **YES / NO**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amendment) (England and Wales) Order 2020? **YES / NO**

Are you either on the Children's Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body? **YES / NO**

It is a criminal offence for barred individuals to seek or undertake work with children.

If you have answered YES to either of the above questions, please contact governanceadmin@foliotrust.uk for the necessary secure forms to submit with your application.

The "Trust", "we", "us", "our" for the purposes of this notice means Folio Education Trust and its trading names (each of our schools). Folio Education Trust is a data controller in its own right for the purposes of data protection law.

As part of our candidate application and recruitment activities we collect, process and store personal and special categories of data which may directly or indirectly identify you (together "personal information").

We process personal information for a range of purposes relating to general recruitment activities as well as the recruitment process and this may include your application, assessment, pre-employment screening, and your worker permissions.

The Candidate Privacy Notice ("Privacy Notice") published on our website <http://www.folio-education.co.uk/career-opportunities> sets out

- why we collect your personal information;
- what information is collected and;
- how it is processed within the recruitment process.

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By signing the declaration at the end of the application form, I confirm that I have been provided with access to the Privacy Notice explaining how data on this form will be used and processed.

I declare that the information I have given on this form is correct. *(As this is completed electronically you will be required to sign a copy if appointed.)*

SIGNATURE OF APPLICANT:

DATE:

Thank you for your application. Please now forward this form and your CV to the Trustee Governance Administrator, governanceadmin@foliotrust.uk

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