



# Application Form – Trustee/Local Governor

## Information for Applicants:

Please complete this form in black ink or type in the spaces provided.

Please complete every section.

Please send your CVs to support your application.

***This appointment will be subject to a Disclosure and Barring Service check.***

Position Applying For:	
Role:	
School (if appropriate):	
Where did you see the post advertised:	

Personal Details:			
Title:		First name(s):	
Surname:		Date of Birth (*):	
If you have previously been known by another name, please specify:			
Address (inc. Postcode):			
Contact Details:	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number (if different):		
	Email Address:		

(\*The Trust complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that full education and employment history has been provided, in accordance with statutory guidance from the DfE (“Keeping Children Safe in Education”).

Do you currently have the right to work in the UK? If no, please specify your circumstances below:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you lived or worked abroad in the last 5 years? If YES, please give dates and countries below:	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>Professional Experience:</b>			
Please list the most recent first, including all full-time and part-time positions.			
Employer's Name & Address	Dates From and To (Month/Year)	Role Held	Details of Experience

<b>Membership of Professional Bodies:</b>		
Please give details of any relevant professional bodies to which you belong.		
Name of Professional Body	Membership Status	Date Membership Commenced



## Skills Audit:

Please complete each question based on all experience. 1. Enter your scores 1 to 4 (1 – strong disagreement, 5 – strong agreement) into the highlighted boxes below.

	1 (strong disagreement)	2	3	4 (strong agreement)
I have governing experience in a school/academy trust or in a different sector				
I am/have been the chair of a board or committee				
I have experience and expertise in developing a strategy				
I know what the trust's strategic priorities are				
I can identify key risks and evaluate their potential impact				
I am aware of how the trust is funded and what the funding is spent on				
I can interpret budget monitoring reports and ask relevant questions				
I understand how the trust's curriculum meets the needs of all pupils				
I understand how my board engages with stakeholders – pupils, parents, staff and the wider community – and how this informs decisions				
I feel confident being part of the panel that conducts the chief executive's appraisal				
I know how to build the knowledge I need to be effective in my governance role				
I can build positive, collaborative relationships with members of my board				
I understand the strategic nature of the board's role and what trust boards and leaders should expect from each other				
I know what the trust board's core functions are				
I understand how the board delegates its work				
I understand the role and powers of the trust's members				
I understand the distinct responsibilities of my trust's academy committees (local governing bodies)				
I feel confident serving on a panel				
I am aware of the board's legal and compliance responsibilities				
I feel able to speak up if I am concerned about non-compliance and unethical behaviour				
I recognise when independent, expert advice may be required				
I know, and can identify with, the communities served by the trust				
I understand the legal responsibilities of trust boards in relation to equalities				
I have influenced an organisation's culture of equality and diversity (through communication, appropriate challenge, awareness raising or developing policy and practice)				
I have knowledge, experience or training that will help me to promote diversity and inclusion				
I can confidently challenge behaviour, attitudes and practices which are detrimental to creating an inclusive culture				
I can interpret relevant data and insight to identify issues and ask questions relating to equality and inclusion				



### Professional Development:

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

### Information in support of this application:

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary).



## References:

Please give details of at least **two** referees who can provide professional references.

Please note that references will be obtained for all shortlisted candidates before an interview. **Please advise us if you do not wish us to approach a referee prior to interview.**

### Referee 1

Name:			
Position (e.g. Headteacher / previous line manager / position of authority)			
Organisation:			
Address:		Tel. No.	
Email Address:			
Can we contact this referee pre-interview?	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
In what capacity do you know the referee?			

### Referee 2

Name:			
Position (e.g. Headteacher / previous line manager / position of authority)			
Organisation:			
Address:		Tel. No.	
Email Address:			
Can we contact this referee pre-interview?	YES	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
In what capacity do you know the referee?			

- Note:
- (i) Referees may be contacted before interviews (unless you have advised not to above).
  - (ii) If either of your referees know you by another name, please give details.
  - (iii) The Trust may contact other previous employers for a reference with your consent.
  - (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.



## Close Personal Relationships:

Declaration of Relationships:	
Are you a relative or partner, or do you have a close personal relationship with an exiting member of staff or member of the board of governors.	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please provide the name(s) of the person(s) and relationship below:	

### Declaration

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the school, and is likely to result in dismissal.

### Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

### Safer Recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post. I understand that it is an offense to apply for this role if I am barred from engaging in regulated activity relevant to children.

### Data Protection Act 2018

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Please confirm the above statements are true by signing below.

Signed:	Date:

*Thank you for applying for this post. Your interest in working with us is very much appreciated.*

### Bridge Academy Trust Talent Pool

Bridge Academy Trust HR advertise vacancies on behalf of 11 schools, its Central Team and Mid Essex Teacher Training.

If you are happy to be contacted about similar vacancies across the Trust please tick this box to give your consent

You can join and opt out of the Talent Pool mailing list at any time by clicking on the link [here](#):

For more information about how we process your information, please see our [privacy notice](#):

<https://www.bridgeacademytrust.org/privacy-notice/>

## Completed Applications

Please return your completed application form to:

Governance Professional

[Clerk@bridgeacademytrust.org](mailto:Clerk@bridgeacademytrust.org)

