

## Confidential Application Form for Local Governor

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. All posts are subject to enhanced DBS checks with children’s barred list check. The information given on this form will be treated in confidence.

Please complete this application form and return to **Mrs Tracey Bradbury (Clerk to Governors) at John Port Spencer Academy, Main Street, Etwall, Derbyshire, DE65 6LU. [clerktogovernors@johnport.derbyshire.sch.uk](mailto:clerktogovernors@johnport.derbyshire.sch.uk)**

<b>Preferred Academy / School:</b> John Port Spencer Academy
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<b>Personal Details</b>	
Title: _____	First Names: _____
Surname: _____	Previous Name(s): _____
Address: _____ _____	
Post code _____	
Email address: _____	Home Telephone Number: _____
_____	Mobile Number: _____

<b>Employment</b>	
Right to work in the UK?	YES/NO
Have you lived abroad for 12 months (in total) during the last 10 years?  If yes, give details of countries	

<b>Details of your present and previous employment</b>		
Dates (mm/yyyy)	Name of Employer	Job title
From            To		

Education & Training			
Dates (mm/yyyy) From      To		College/other institution	Qualifications obtained

Skills Please indicate your skill levels (1 – 5 where 5 is excellent)		
Skill	Level	Details/comments
Business / Industry		
HR		
Premises		
Health & Safety		
Marketing / Promotion		
IT		
Procurement		
Education / Further Education		
Fundraising		
Safeguarding / Child Protection		
Other – please provide details if applicable		

<p><b>Do you have any children of school age? Yes / No (delete as appropriate).</b> If Yes – please provide details:</p>
<p><b>Do you have any children or relatives at John Port Spencer Academy? Yes / No (delete as appropriate).</b> If Yes – please provide details:</p>
<p><b>Are you or have you previously been a school governor? Yes / No (delete as appropriate)</b> If Yes – please provide details:</p>

**Personal Statement**

Please provide a short personal statement including your reasons for wishing to become a Local Governor

**References**

Please supply the names and contact details of two referees who can comment on your suitability for volunteering in this capacity. Referees could be your employer or other persons who are able to comment on your personal qualities.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

In what capacity do you know the person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Do we have permission to approach your referee? YES/NO if no please indicate why?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

In what capacity do you know the person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Do we have permission to approach your referee? YES/NO if no please indicate why?

**Personal Declaration (Disclosure of criminal background)**

Please tick one of the statements below.

I hereby give consent to the Trust or one of its academies to conduct an Enhanced Disclosure and Barring Service (DBS) check. In some cases, the registered body may provide this information directly to Spencer Academies Trust or one of its academies prior to you receiving my certificate. The original DBS certificate will need to be presented to the Spencer Academies Trust or one of its academies.

**Or**

I have a DBS certificate and give consent for Spencer Academies Trust or one of its academies to take a copy of the DBS certificate and undertake a check on the update service to confirm that this is still current and clear.

**Declaration – please read carefully**

For the purposes of Data Protection Act 2018, I consent to the information contained in this form, and any information received by or on behalf of the Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name: \_\_\_\_\_

**What happens next...?**

Once your application has been received; references will be requested, you will be invited to undertake a skills audit and you will be asked to attend an interview at John Port Spencer Academy.

All final decisions for governor appointments are made by the Spencer Academies Trust within 10 working days of the Trust receiving the information from the academy. Outcomes will be shared with applicants as soon as reasonably practical.

If successful, arrangements for training, DBS and a start date will be confirmed at the earliest opportunity.