High Street,

Arlesey,

Beds

SG15 6SL

Tel: 01462 732002

Email: GMA-Office@bestacademies.org.uk



Pride in ourselves,

pride in our school,

pride in our community.

Dear Applicant

**APPLICATION FOR A POSITION ON THE LOCAL GOVERNING BODY**

Thank you for your interest in our current vacancy.

Please complete the attached Application Form.

Your completed application form will be assessed and, if you are shortlisted, we will contact you by email, letter or telephone to invite you for an interview.

Please bring your qualifications and proof of identity with you to your interview, ideally your passport or driving licence.

In certain circumstances we may decide to re-advertise a position before shortlisting for interviews. If this situation arises, we will contact you and explain how to proceed.

It is our policy to inform every applicant of the outcome of their application.

Sometimes we are asked to keep copies of application forms or CVs on file for future consideration. It is our policy not to retain applications for more than 6 months and every applicant will be asked to reapply unless their original application is less than two months old.

Please do not hesitate to contact the academy’s Finance and HR assistant, Christianne Crook, on 01462 732002 if you have any questions about the application form or the application process. We look forward to receiving your application.

Thomas Clarke

Gothic Mede Academy

**BEDFORDSHIRE SCHOOLS TRUST**

**Local Governing Body Application**

**Jobs Working With Children (non-Teaching roles)**

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know. Please do not attach a CV, unless asked to do so.

We are committed to the safeguarding and promotion of the welfare of children and expect all staff and volunteers to share this commitment. Please read the information and guidance notes before you complete the form.

\*Required

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| **SECTION A.** | |
| Position Applied For\* |  |
| Where did you see this vacancy advertised? |  |

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| --- | --- | --- | --- | --- |
| **SECTION B. Personal Information** | | | | |
| Surname\* |  | | Title\* (eg Mr/Mrs/Miss/Dr) |  |
| First Name\* |  | | Telephone Number/s\* |  |
| Address\* (including post code) |  | | | |
| Email Address\*  This address may be used to contact you during the recruitment process | |  | | |

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| **SECTION C. Current or most recent Employment/Voluntary Work** | | | |
| Name and address of school/ organisation\* |  | Date of Appointment\* |  |
| Job Held\* |  | | |
| Brief summary of duties and responsibilities\* | | | |
| Are you currently in employment?\*  □Yes □No | If no, please state the date when the last employment ended and the reason: | | |

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| **SECTION D. Educational and Professional/Specialist Qualifications** | | |
| Name and address of school, college or university\* | Qualifications (eg NVQ, GCSE, A level, Degree)\* | Grade/Result received\* |
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| **SECTION E. Training relevant to this post *(use an additional sheet if necessary)*** | | |
| Name of organisation\* | Name of specialist training courses\* | Result received\* |
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| **SECTION F. Employment History *(use an additional sheet if necessary)*** | | | | |
| Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. | | | | |
| Name and address of organisation\* | Employment dates to nearest month\* | | Your role\* | Reason for leaving\* |
| From | To |
|  |  |  |  |  |

**SECTION G. Additional Information *(use an additional sheet if necessary)***

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| **SECTION G. Additional Information** |
| With this application form you will have received a person specification describing the skills and attributes we require for the position for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the position. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills and experience. (Use an additional sheet if necessary.) |
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| **SECTION G. Additional Information *(continued)*** |
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| **SECTION H. References** | | | |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees.  If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  PLEASE NOTE THAT Bedfordshire Schools Trust reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply. | | | |
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| **Referee from present or last employer/voluntary organisation** | | | |
| Referee Name\* |  | Job Title\* |  |
| Address\* (including post code) |  | Telephone Number\* |  |
| Email Address\* |  |
| I agree to this reference being taken prior to any interview\* | □Yes □No |
|  | | | |
| **Referee from present or previous employer/voluntary organisation** | | | |
| Referee Name\* |  | Job Title\* |  |
| Address\* (including post code) |  | Telephone Number\* |  |
| Email Address\* |  |
| I agree to this reference being taken prior to any interview\* | □Yes □No |
|  | | | |
| **Referee from present or previous employer/voluntary organisation** | | | |
| Referee Name\* |  | Job Title\* |  |
| Address\* (including post code) |  | Telephone Number\* |  |
| Email Address\* |  |
| I agree to this reference being taken prior to any interview\* | □Yes □No |

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| **SECTION I. Further Information** | |
| 1. Are you, to your knowledge, related to or have a close relationship with any Director, Governor, member of Bedfordshire Schools Trust staff or Central Bedfordshire Local Authority staff or representatives? \* | □Yes □No |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DCSF, GTC or been placed on List 99, POVA or PoCA? \* | □Yes □No |
| If you have answered ‘yes’ to questions 1 or 2 please give details below: | |
| 1. The post you are applying for is exempt from the ‘Rehabilitation of Offenders Act 1974’. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings / cautions or reprimands. \*   **Do you understand the above and agree to declare this information?** | □Yes □No |

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| **SECTION J. Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct. I understand that any subsequent offer of a position with BEST will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed. If you lobby Directors, Governors or employees of the Trust, either directly or indirectly, in connection with your application you will be disqualified.\*  Signature: Date: |

**Data Protection Act 1998: Assurance of Fair Processing:**

We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.

### Please return your completed application form to the address given in the application pack