



# OWLS Academy Trust

## Guidance Notes and Application Form Members / Trustees / Governors

### Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement to employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check eligibility to work in the UK for **all employees and volunteers** before they start work. **We therefore ask ALL candidates to confirm their right to work to interview.** However this will not form part of the decision making process. Original documentation must then be provided before any appointment can be confirmed. Photocopies of your documentation will be kept on your personnel file.

If you do not currently have the right to work and need to apply for a certificate of sponsorship please raise this at interview.

Should you require any more information on your right to work in the UK please visit the UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

### Application form

The following guidance notes are split to reflect the different sections of the application form.

#### 1. Post Details

Please specify the post that you are applying for.

#### 2. Personal Details

Please complete all the boxes relevant to you. If you have changed your name for any reasons we do need to know your previous name(s).

#### 3. References

In line with our recruitment policy it will be necessary for us to approach both of your referees upon completion of the short-listing stage for all applicants shortlisted for interview, regardless of whether you indicate you do not wish your referees to be contacted prior to interview.

When providing names and details of your referees you should ensure that at least one is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, then you should attempt to get a reference from a professional person. References should not be provided by relatives, partners or close friends.

If you have just left school, college, university or some kind of recruitment / skills agency you should use your contact there as a referee.

Applicants should note that the post involves access to children. References relevant to this area of work are required and previous employers not quoted as referees may also be contacted.

#### **4. Relationships**

Please tell us about any relationships you have with any Member, Trustee, Governor or Employee of the OWLS Academy Trust.

#### **5. Summary of Experience, Skills, Knowledge and Competencies**

This is your opportunity to tell us about yourself, why you wish to become a Member / Trustee / Governor and what you would bring to the role in terms of your experience, skills, knowledge and competencies. For elected posts (e.g. parent governor, staff governor) if there is more than one application then the information you provide here will be circulated to voters. For reasons of fairness, this section is restricted to 3,000 characters (approximately 500 words).

When describing your experience it can be a good idea to give an example of a real-life situation that allowed you to demonstrate your ability to perform certain tasks. You may also want to think about any experience, skills, knowledge or competencies which you have developed outside of the work environment that can be transferred usefully to the post you are applying for.

#### **6. Skills Audit**

It is important that collectively each governance board (Members / Trust Board / Local Governing Body) is able to fulfil a range of responsibilities. For this reason we need to ensure that individuals on each board each bring different and complementary skills/knowledge/experience.

Please therefore complete the skills audit as accurately as you can – be aware that a lack of skill/knowledge/experience in a particular area does not mean you are unsuitable for the role, as you may be offering expertise in an aspect of governance that is currently missing or in short supply amongst the existing members. Indeed, we would not expect any individual Member/Trustee/Governor to have extensive expertise across the full range of responsibilities.

If you are appointed, the information you provide here will also be used to identify suitable training where necessary.

#### **7. Criminal Convictions and Cautions**

The OWLS Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Roles in school governance are designated under the Safeguarding of Vulnerable Groups Act 2006 as a “regulated activity” and will require the successful candidate to either produce a valid enhanced criminal record certificate / DBS disclosure or apply to the Disclosure and Barring Service for an enhanced check for regulated activity.

The criminal record information you are required to provide is not used for short-listing purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying. Having a criminal record will not necessarily bar you from office: this will depend on the nature of the position and the circumstances and background of your offences.

Criminal record information is dealt with in accordance with the Disclosure and Barring Service Code of Practice.

The suitability of all applicants will be assessed during the recruitment process in line with this commitment. Only the successful candidate will be asked to complete a DBS Disclosure application.

#### **8. Data Protection**

The statement on the application form aims to explain to you what we intend to do with the information that you are supplying us with, in accordance with the principles of the General Data Protection Regulation (GDPR) and the requirements of the Data Protection Act (2018). You may also wish to view the Privacy Notice for School Workforce, available in pdf format on our Trust and Academy websites.

## **9. Declaration**

This section is asking you to sign and date the form to say that you declare that:

- The information you have give is, to the best of your knowledge, correct, true and accurate;
- You have not omitted any facts which may have any bearing on your application;
- You are eligible to serve as a Member / Trustee / Governor.

By signing the form you agree to the OWLS Academy Trust using the information provided to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

## **10. Monitoring**

Completion of this section is not essential. However, the Trust is committed to equality of opportunity for all, and provision of the information requested you would help us to ensure fair and equal treatment of applicants and appointees alike.

Your response to this section will remain confidential but, should you be appointed, may become part of your personal record.



# OWLS Academy Trust

## Application Form – Members / Trustees / Governors

### 1. Post Details

Post applied for:		Post Ref:	
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### 2. Personal Details

Title:		Address:	
Forename(s):			
Surname:			
Previous Names:			
		Postcode:	
Contact Telephone Number:			
Email Address:			

### 3. References

Please provide details for two professional referees, one of which should be your present or most recent employer.

Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
E-mail Address:		E-mail Address:	
Telephone:		Telephone:	
Title / Position:		Title / Position:	
Relationship to applicant:		Relationship to applicant:	

### 4. Relationships

Are you related to any Member, Trustee, Governor or Employee of the OWLS Academy Trust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		

## 5. Personal Statement

Please tell us about your reasons for wanting to become a Member / Trustee / Governor, and the relevant experience, skills and knowledge that you can bring to the post. Please note that the information you provide here will be circulated to voters if a ballot is required (e.g. for parent governors)

Your personal statement must not exceed 3000 characters (approx. 500 words)

## 6. Skills Audit

This section will be used to evaluate how your current skills/knowledge will complement the profile of existing office holders. It will also help us to identify your early training needs if you are successful.

1 - indicates no skills/knowledge/experience/etc

5 - indicates extensive skills/knowledge/experience/etc

<b>Strategic Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I am committed to improving education and welfare for all pupils.	<input type="checkbox"/>				
I understand current national education policy and the local education context.	<input type="checkbox"/>				
I have previous experience of being a board member in another sector or a governor/trustee in another school.	<input type="checkbox"/>				
I have experience of charity law and governance.	<input type="checkbox"/>				
I have experience of trusteeship or management of a complex organisation with multiple sites/subsidiaries.	<input type="checkbox"/>				
I have experience of chairing a board/governing board or committee.	<input type="checkbox"/>				
I am committed to the organisation's vision and ethos.	<input type="checkbox"/>				
I have experience of strategic planning and applying this to set and preserve the culture of the organisation.	<input type="checkbox"/>				
I have experience of working with executive leaders to agree and monitor operational plans.	<input type="checkbox"/>				
I am able to question and challenge, working as part of a team to identify viable options through collective decision making.	<input type="checkbox"/>				
I am able to work in a professional manner, avoiding conflicts, acting with transparency and integrity.	<input type="checkbox"/>				
I am confident I can identify when to seek independent/professional advice.	<input type="checkbox"/>				
I have experience of stakeholder management and engagement including communicating with and taking account of the views of parents and pupils.	<input type="checkbox"/>				
I have experience of promoting community cohesion.	<input type="checkbox"/>				
I understand school sector risk management including conflicts of interest/loyalty.	<input type="checkbox"/>				
I am proficient in prioritising, assessing and mitigating risk.	<input type="checkbox"/>				
I have experience or agreeing organisation expansion plans and conducting due diligence on other organisations prior to signing a legally binding contract.	<input type="checkbox"/>				
<b>Accountability</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I understand the importance of collecting high quality data and have expertise using data to interpret/evaluate performance and identify trends to target improvement.	<input type="checkbox"/>				
I have experience of curriculum development, school assessment and progress/attainment.	<input type="checkbox"/>				
I have experience or working with executive leaders to establish expectations for improvement and outcomes.	<input type="checkbox"/>				
I have experience of agreeing the range and format of information and data needed in order to hold leaders to account.	<input type="checkbox"/>				
I have experience of providing challenge to leaders on strategies for monitoring and improving behaviour and safety.	<input type="checkbox"/>				
I understand the board's duties in relation to safeguarding, including Prevent.	<input type="checkbox"/>				
I have an understanding of special education needs and disabilities (SEND).	<input type="checkbox"/>				
I have financial management expertise including funding allocation/budget monitoring and financial solvency. I am able to contribute to financial self-evaluation and efficiency drives.	<input type="checkbox"/>				
I have experience of basing funding decisions on organisational priorities and the ability to interpret financial data and question financial performance against strategic priorities	<input type="checkbox"/>				
I have experience ensuring that organisational financial obligations are met and adequate financial controls are in place, including submission of annual returns and accounts.	<input type="checkbox"/>				
I have business development experience/expertise.	<input type="checkbox"/>				
I have experience of procurement/purchasing.	<input type="checkbox"/>				
I have experience of property and estate management.	<input type="checkbox"/>				
I have experience of HR policy and processes including employment legislation, executive recruitment, performance management and pay.	<input type="checkbox"/>				
I have experience of school sector HR policy and processes.	<input type="checkbox"/>				
I have experience of change management (overseeing a merger or an organisational restructure).	<input type="checkbox"/>				
I have experience of marketing, media and PR.	<input type="checkbox"/>				
I have experience of preparing for and responding to external oversight.	<input type="checkbox"/>				
I have experience of inspection and oversight in the school sector.	<input type="checkbox"/>				

<b>People</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I am willing to devote time, enthusiasm and effort to the duties and responsibilities of the post, including duties of compliance, care and prudence.	<input type="checkbox"/>				
I am a strong communicator and experienced in building strong collaborative relationships.	<input type="checkbox"/>				
I am able to discuss sensitive issues with experience of conflict resolution and influencing consensus.	<input type="checkbox"/>				
I am able to demonstrate a commitment to ethical behaviour and values, honesty, independence of thought and sound judgement.	<input type="checkbox"/>				
I am committed to equal opportunities and the promotion of diversity.	<input type="checkbox"/>				
I am willing to reflect, listen and learn from a diversity of views, to receive and provide feedback and accept impartial advice.	<input type="checkbox"/>				
<b>Structures</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I am familiar with the strategic nature of the board's functions and how this differs from and works with others including executive leaders and academy or regional committees.	<input type="checkbox"/>				
I have experience of designating/reviewing/adapting governance structures appropriate to the size and complexity of the organisation, reflecting the diversity of stakeholders.	<input type="checkbox"/>				
<b>Compliance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I have experience of complying with legal, regulatory and financial frameworks and statutory guidance.	<input type="checkbox"/>				
I understand and accept the legal duties, responsibilities and liabilities of the post.	<input type="checkbox"/>				
Governing boards are responsible for ensuring schools comply with a whole range of legal responsibilities. I have experience ensuring legal compliance in this way and a commitment to understanding the full range of legal responsibilities.	<input type="checkbox"/>				
I understand the importance of adhering to organisation policies (e.g. on parental complaints or staff discipline issues).	<input type="checkbox"/>				
I am able to speak up when concerned about non-compliance.	<input type="checkbox"/>				
<b>Evaluation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I am aware of my own strengths and weaknesses and committed to personal development.	<input type="checkbox"/>				
I have experience evaluating board decisions and am willing to contribute to board self-review.	<input type="checkbox"/>				

## 7. Criminal Convictions and Cautions

All work in schools and colleges is defined as a "regulated activity" under the Safeguarding of Vulnerable Groups Act 2006 and as such an enhanced DBS Disclosure check will be undertaken before any offer can be confirmed.

Failure to disclose any previous convictions, cautions, reprimands and warnings could result in dismissal should it be subsequently discovered.

Any information given either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Do you have any unspent convictions, including cautions, reprimands, warnings, pending prosecutions, or are you under investigation, or are you subject to sanctions imposed by the General Teaching Council (GTC)?

Yes  No

If "yes", please give details (including the date, court and nature of the offence) in a sealed envelope and attach this to your application form.

## 8. General Data Protection Regulation (GDPR)

The OWLS Academy Trust Privacy Notice for Staff, Volunteers and Other Workers applies in respect of Members, Trustees and Governors. A copy of this document is available to download from the OWLS website (<https://www.owlsacademytrust.co.uk/owls-trust/gdpr/>).

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful then the form will be held for up to 6 months and then destroyed. The information may be used by The OWLS Academy Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

## 9. Declaration

I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I confirm that I have read and understood the information regarding "Qualifications and Disqualification" and I am not disqualified from serving as a Member, Trustee or Governor. If I become disqualified I will give notice of the fact to the clerk.

By signing this form I agree to The OWLS Academy Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I also confirm that I have not directly or indirectly approached any Member, Trustee, Governor or Employee of the Trust to support me in making this application, as this would disqualify me as a candidate.

I understand that if I don't tell you about any relationships with any governors or employees of the school or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings and this is discovered after appointment, I could be dismissed without notice.

I also understand that satisfactory references, DBS disclosure and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed:

Date:

## 10. Monitoring Section

It would be helpful if you could complete this section for us. The OWLS Academy Trust is committed to equality of opportunity for all and the information you provide will help us to ensure fair and equal treatment of applicants and appointees alike. The details you supply will be stored separately from the information on the rest of the application form and will **not** be used as a basis for decision-making within the selection process.

Post applied for: .....

Post Ref: .....

### a) How would you describe your ethnicity?

#### White

- British  
 Irish  
 Other White Background \*

#### Mixed

- White / Black Caribbean  
 White / Black African  
 White / Asian  
 Other Mixed Background\*

#### Asian / British Asian

- Indian  
 Pakistani  
 Bangladeshi  
 Other Asian Background \*

#### Black / Black British

- Caribbean  
 African  
 Other Black Background \*

#### Chinese or Other Ethnic Group

- Chinese  
 Other Ethnic Group\*

#### Gypsy / Traveller

- Irish Traveller  
 Romany Gypsy  
 Other Background \*

\* Please specify: .....

Prefer Not To State

### b) What is your gender?

- Male                       Female                       Prefer not to state

c) What is your date of birth? (dd/mm/yyyy)                      /                      / .....

### d) What is your religion or belief?

- Buddhist                       Christian (all denominations)                       Hindu                       Jewish  
 Muslim                       Sikh                       None                       Prefer not to state  
 Other (please specify): .....

### e) What is your sexual orientation?

- Bi-sexual                       Gay                       Heterosexual                       Lesbian  
 Prefer not to state                       Other (please specify): .....

### f) Where did you see this vacancy advertised?

Please be specific (e.g. Leicester Mercury, Connexions, Jobcentre Plus, Specific website)