**Minerva Learning Trust**

**Local Governor**

**Application Form**

**Applications for Local Governor**

Dear Applicant

Thank you for your interest in applying to be a Local Governor in the Minerva Learning Trust family.

The information that you provide within this form will allow us to assess your skills and personal suitability and eligibility to act as a Local Governor and also to match you to a school that has a vacancy.

If your expression of interest is successful, you will be asked to complete a Suitability Declaration that will be processed in accordance with the guidance from the Department for Education (DfE); that enables the undertaking of checks upon individuals to ensure that only suitable people are involved in governing schools.

If your initial expression of interest is unsuccessful, you will be asked permission for the Trust to retain your contact details for an agreed period of time. In permitting the Trust to hold your information, you allow us to repeat the process and match your skills and attributes against future arising vacancies.

**Suitability & Eligibility**

By submitting this application form you confirm that you wish to be considered for a Local Governor role within a Minerva Learning Trust school and agree to the commitments required of a Local Governor including:

* Attend evening meetings.
* Read all paperwork circulated.
* Partake in training and development sessions.
* Build working relationships with the schools, the central team, Trust Board and staff.
* Respect confidentiality and uphold Safeguarding standards.

You are also confirming that you meet the eligibility criteria, as set out below:

Any person over the age of 18 is eligible to hold the role of Governor. However, in certain situations, a person is not eligible to hold the post of Governor, including:

* If a Governor is paid to work at the school and is the subject of disciplinary proceedings in relation to their employment.
* If a Governor is the subject of proceedings in any court or tribunal, the outcome of which may be that the Governor is disqualified from continuing to hold office due to bankruptcy, disqualification as a company director or other restrictions by law.
* If a Governor has acted in a way that is inconsistent with the ethos of the school or Trust and has brought or is likely to bring the school, LGB or Trust into disrepute.
* If a Governor is in breach of the duty of confidentiality to the school or to any member of staff or student at the school.

**Criminal Records Declaration**

All applicants are to complete and return the Criminal Records Declaration Form. Minerva Learning Trust recognises the contribution that ex-offenders can make as employees and volunteers and welcomes applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role. However, the nature of some posts requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions.

The recruiting manager will only have access to this confidential information after shortlisting is completed and may ask questions about criminal records at interview.

**Expression of Interest** **Form**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Surname |  |
| Home address |  |
| E-mail |  |
| Telephone number |  |
| National Insurance Number |  |

|  |  |
| --- | --- |
| What is your current relationship with the Minerva Learning Trust? (tick all that apply): | |
| * Employed at the Trust |  |
| * The parent/carer of a student in a Trust school |  |
| * A member of public in the Trust’s local community |  |
| * A supplier of services and/or goods to the Trust |  |
| * Related to a Trust member or current Governor |  |
| * Other? Please provide detail: | |

|  |
| --- |
| Have you ever been or are you currently a Governor? Yes\* / No  \*If yes, please provide detail: |

|  |
| --- |
| Have you ever lived or worked overseas? Yes\* / No  \*if yes, please provide detail: |

|  |  |
| --- | --- |
| Which school/s would you like to be considered for? Please rank 1-5, 1 being the most preferred: | |
| Chapeltown Academy |  |
| Ecclesfield School |  |
| Handsworth Grange Community Sports College |  |
| High Storrs School |  |
| Stocksbridge High School |  |
| Woodthorpe Primary School |  |

|  |
| --- |
| Please detail the attributes, skills and experiences which evidences your suitability for the position of Local Governor. |

Please provide details of two contacts you can provide a suitable character reference

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1** | | **Reference 2** | |
| Name |  | Name |  |
| Email |  | Email |  |
| Telephone |  | Telephone |  |

**Equal Opportunities Monitoring Form**

**CONFIDENTIAL INFORMATION**

**Please note:** If you wish to “tab” between boxes use the F11 key

**Please complete this form in full BLOCK CAPITALS**

The information given on this sheet **will not** be used to make decisions about who is recruited. The form **will not** be seen by the shortlisting/interview panel. It will be stored securely by the Human Resources department who will use the information to improve equality in recruitment and overall service delivery.

|  |  |
| --- | --- |
| Preferred title (Mr/Mrs/Miss/Ms/Dr/Mx): |  |
| Forenames/first names: |  |
| Surname/family name: |  |
| Date of birth: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Which best describes your **racial or cultural origins**? (please make appropriate category with a cross) | | | |
| White: | British |  |  |
| Irish |  |  |
| Any other White background | If so, please specify: |  |
| Mixed/Duel heritage: | White and Asian |  |  |
| White and Black Caribbean |  |  |
| White and Black African |  |  |
| Any other Mixed background | If so, please specify: |  |
| Asian or Asian British | Indian |  |  |
| Bangladeshi |  |  |
| Pakistani |  |  |
| Any other Asian background | If so, please specify: |  |
| Black or Black British: | Caribbean |  |  |
| Somali |  |  |
| Other African |  |  |
| Any other Black background | If so, please specify: |  |
| Chinese: | Any Chinese background | If so, please specify: |  |
| Any other Ethnic group: | Yemeni |  |  |
| Other Arabic |  |  |
| Any other Ethnic background | If so, please specify: |  |

|  |
| --- |
| Do you consider yourself to be disabled? YES  NO |

|  |
| --- |
| How did you find out about this opportunity? Please mark one of the following with a cross:  Trust website/circular  Local publication  Learn Sheffield  Social media  National Publication  School  Other – please specify: |

|  |  |
| --- | --- |
| Signature: | Date: |

**Criminal Records Declaration Form**

**ROLE EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process. The recruiting manager will only have access to this form after shortlisting is completed and will ask questions in relation to criminal records at the interview.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore, applicants are required to declare any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not protected (i.e. that are not fileted out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). For further information on filtering please refer to Nacro guidance and the DBS website

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for
* The seriousness of any offence revealed
* The age of the applicant at the time of the offence(s)
* The length of time since the offence(s) occurred
* Whether the applicant has a pattern of offending behaviour
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
* Whether the applicant’s circumstances have changed since offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

|  |  |  |
| --- | --- | --- |
| Forename: |  | |
| Surname: |  | |
| 1. Are you barred from working with children?   YES  NO  **If you have answered ‘YES’ to the above, you are not eligible to work with children.** | | |
| 1. Do you have any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not protected (i.e. that are not fileted out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?   YES  NO  **If you have answered ‘NO’ to the above, please sign and return your form.**  **If you have answered ‘YES’ to question 2 above, you now have two options on how to disclose your criminal record:**  **Option 1:** Please provide details of your criminal record in the space below and e-mail with your application form. This form will be securely saved and will only be made available to the recruiting manager if you have been shortlisted for the job.  **Option 2:** You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to a copy of this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately \_\_\_\_\_\_\_\_\_. | | |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role with the Minerva Learning Trust. | | |
| Signature: | | Date: |

**Please return your completed application form to:**

Sara Bailey

Trust Executive and Governance Assistant

Minerva Learning Trust

Unit P3, Sheffield Airport Business Park

Europa Link

Sheffield, S9 1XU

or e-mail to governance@minervalearningtrust.co.uk