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| Birchwood Avenue Primary School | School logo |
| Governor Application Form |

**Personal details (please print)**

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| **First Names:** | | **Surname:** | |
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| **Previous Names:** | |  | |

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| **Address and Postcode:** |  |
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| --- | --- |
| **Email address:** |  |

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| **Daytime telephone:** |  |

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| **Mobile:** |  |

**Other information**

Have you ever been or are you currently a governor? Yes o Noo

If yes, please give details of the school, type of governor and period of office:

Are you willing to attend training? Yes o Noo

**Reasons for applying:**

Please outline below your reasons for applying.

**Experience and personal skills:**

Please give details of any experience skills, abilities and interests you have that demonstrate you meet the criteria set out by the governing body in its advert for this post.

# Vetting

Governing bodies must apply for an enhanced criminal records certificate for any governor who does not already hold one. They must do this within 21 days of your appointment or election. “Spent” criminal records and other relevant information may legitimately be disclosed when individuals are involved with schools. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the headteacher or Governor Services in advance of your application.

The details below are a summary of the qualification and disqualification regulations that relate to governing bodies.

Please seek advice from your school or Governor Services if you think you may be affected.

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| **Disqualification Criteria** |

The following text summarises the qualification and disqualification regulations which can be seen in full on our website. Please seek advice if you think you may be affected.

A governor must be aged 18 or over at the time of their election or appointment. A registered pupil of the school cannot be a governor. A person cannot hold more than one governorship at the same school.

A Person is disqualified from holding or from continuing to hold office as a governor or associate member if they:

* have failed to attend meetings for six months;
* are bankrupt;
* are subject to a disqualification order or disqualification undertaking under companies legislation or an order concerning insolvency;
* have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of any body;
* are included in the list of those considered by the Secretary of State as unsuitable to work with children;
* are subject to a direction of the Secretary of State under section 142 of Education Act 2002;
* are disqualified from working with children or from registration for child minding or providing day care;
* have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
* have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
* have at any time received a prison sentence of five years or more;
* have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
* refuse to make an application for a criminal records certificate.

In addition, the following disqualification criteria apply for the categories of governor listed below.

A person is disqualified from election or appointment as a **parent governor** of a school if the person -

(a) is an elected member of the local authority; or

(b) is paid to work at the school for more than 500 hours in any twelve consecutive months.

# Declaration

I have read the summary of regulations above and confirm that I am not disqualified from serving as a school governor and that in the event that I am appointed to a governing body, I will notify the clerk to the governing body immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a school governor whilst disqualified.

I agree to the information given on this form being recorded and used by Hertfordshire Governor Services and the school at which I will be governor in accordance with the GDPR and the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

**Signed: Date:**

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| **Clerk’s use only** |

**School:**

I confirm that the person named on this form has been appointed / elected to the governing body and their proof of identity has been checked.

**Type of governor:**

**Date of appointment / election** (please delete as appropriate)**:**

**Signature:**  **Clerk to Governors**

**Date:**

**Date Governor Services system updated:**