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**Governor Application Form**

**May 2025**

**Guidance**

**Data Protection Notice**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* you have given us your consent;
* we must process it to comply with our legal obligations.

**Pre-volunteering and Disclosure and Barring Service checks**

Transforming Lives Educational Trust and its academies have a responsibility for, and are committed to, Safeguarding and promoting the welfare of children, and for ensuring that they are protected from harm. We are committed to do this for all those whom we serve, as well as complying with best practice in the application of Safeguarding. Therefore, if you are offered a role, the offer will be conditional on satisfactory pre-volunteering checks. These can include references, qualifications and other evidence e.g. driving licence. In all cases an enhanced Disclosure and Barring Service (DBS) Disclosure check will be carried out.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975](https://www.legislation.gov.uk/uksi/1975/1023/contents/made) will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to engage in regulated activity if you are on a barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified. Any data processed as part of the DBS check will be processed in accordance with data protection regulations.

**Do you have a DBS certificate?** ☐ Yes ☐ No **Date of check:**

**Are you subscribed to the DBS Update Service?** ☐ Yes ☐ No

If you’ve lived or worked outside of the UK in the last five years, Transforming Lives Educational Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last five years?** ☐ Yes ☐ No

We will not ask for any criminal records information until we’ve received the results of a DBS check.

You may, if you wish, provide information in relation to any criminal convictions you may have had in the past that are not spent. This information should be provided in a sealed envelope marked with your full name and the post for which you are applying, and be submitted either with your application form or handed to a member of our HR or interviewing teams should you be invited for interview. This envelope will only be opened if you are selected for the post. If you are not selected for the post, the envelope will be returned to you, unopened. Alternatively, if applying via email, details should be provided by a password protected attachment – we will only request the password should you be selected for the post.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**Declaration of interests and relationships**

We ask all potential volunteers to inform us of any relationships to Trustees, Local Governing Board, employees and pupils. We do this to ensure that everyone is treated fairly and in order to ensure that there is no reason why offering a position would be unfair or create a conflict of interest.

**Declaration**

I have read and understand the guidance for completing an application for the advertised post at Transforming Lives Educational Trust.

Signed:

Name:

Date:

**Governor Application Form**

We are pleased that you would like to be a part of the Local Governing Board at one of our academies. Please complete this form and return it to Stephanie Batchelor governance@tlet.org.uk

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| **Your name:** |  |
| **Former name:**  |  |
| **Date of Birth:** |  |
| **Your address:** |  |
| **Your contact number:** |  |
| **Your email address:** |  |
| **Current Job Title:** |  |
| **Organisation:** |  |
| **Name of the academy at which you are interested in joining the LGB:** |  |
| **Are you related to, or have a personal/professional relationship with, a pupil, employee, Local Governing Board Governor or Trustee of the Transforming Lives Educational Trust or one of its academies?** **If yes, please provide details, including their name, their position and your relationship to them.** |  |
| **Are you, or have you been a parent or carer of a child in a TLET academy?** | If ‘yes’ please provide: |
| **Are you, or have you been an employee of a TLET academy?** | If ‘yes’ please provide: |
| **Are you, or have you been a contractor or supplier to a TLET academy?** | If ‘yes’ please provide |
| **Why do you want to become a TLET Governor?** |  |
| **What experience do you have that would be useful in an academy/school?** |  |
| **What would you like to achieve from volunteering?** |  |
| **Are you currently, or have you been, a Trustee or Governor at another establishment?** | If ‘yes’ please provide: |
| **Have you ever been removed from membership of a Governing Body or Board of Directors for any reason?** | If ‘yes’ please provide details of the establishment and the reasons for your removal: |
| **Do you have any criminal convictions?** | If ‘yes’ please provide: |
| **Is there anything in your personal or professional life that may bring Transforming Lives Educational Trust into disrepute?** | If ‘yes’ please provide: |
| **Please provide the name and contact details of two referees. Please note these people cannot be related to you.****If you are currently employed, one referee should be your current employer.****If you are not currently employed, one referee should be your most recent employer.** |
| **Referee 1** | **Relationship to you, e.g. employer:** | **Name:****Address:****Tel No:****Email:**  |
| **Referee 2** | **Relationship to you, e.g. employer:** | **Name:****Address:****Tel No:****Email:** |
| **Can we contact your referees without further permission from you?** | **Referee 1:** **Yes No** | **Referee 2:** **Yes No** |

**Declaration of Eligibility to become a TLET Governor**

Please put an X in the boxes

 I am aged 18 or over.

I am not a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986.

I have not been removed from the office of a Charity Trustee or Trustee for a charity by an order made by the Charity Commissioners or the High court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous provisions) (Scotland) Act 1990, from being concerned in the management or control of any body.

I am not included on the barred list the list of teachers and workers with children or young persons whose employment is prohibited or restricted.

I am not disqualified from being the proprietor of any independent school or from being a teacher or other employee in a school.

I have not, in the five years prior to applying to be a Governor, received a sentence of imprisonment, suspended or otherwise, for a minimum of three months without the option of a fine.

I have not, in the twenty years prior to applying to be a Governor, been previously convicted of any offence, and had passed on me a sentence of imprisonment for a minimum of two and a half years.

I have not, at any time, had passed on me a sentence of imprisonment for a minimum of five years.

I have not, in the five years prior to applying to become a Governor, been fined for causing a nuisance or disturbance on education premises.

I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

I am not the subject of a bankruptcy restrictions order or an interim order.

Signed:

Print:

Date: