



GOVERNOR APPLICATION FORM

Please complete all sections of the application form electronically. It is an essential part of safer recruitment. Please note we will also be undertaking an online search of your name, in line with safer recruitment best practice guidance.

Please return the completed form to the Clerk to the LGB, clerklgb@guildfordhigh.co.uk, by Sunday 18 February 2024.

1. Personal Information

Title	
Surname	
Forenames	
Any previous names	
Occupation	
Address	
Telephone (Home)	
Telephone (Mobile)	
Email	

Are you a member of any other governing body?	Yes: please state where:	No
Are you a parent of a pupil here?	Yes: please detail	No



<p>References: <i>in line with safer recruitment practices we will take up references. Please provide the details of two referees, one of which may be a character reference.</i></p>	<ul style="list-style-type: none"> <i>(1) Name, address and email. Please state relationship e.g. employer.</i> 	<ul style="list-style-type: none"> <i>(2) Name, address and email. Please state relationship e.g. colleague.</i>

2. Education and Qualifications

Senior School(s) attended	Dates: mm/yy From To		GCSEs and A Levels or equivalent, dates awarded	Grades
University or other Higher Education institution	Dates: mm/yy From To		Degree and Awarding Body, dates awarded	Class



Other awards, qualifications and relevant courses attended:

3. Employment History

Starting with your current/most recent position, please provide details of your employment since leaving full-time education. To satisfy our requirements for safer recruitment we need your full employment record. Any gaps between jobs or between finishing education and first employment should be added in Section 4.

Dates of employment		Name and Address of Employer	Job Title and key responsibilities
From mm/yy	To mm/yy		



4. Gaps in Employment

Please give details of any gaps in employment of over three months since leaving full-time education.

Start date month /year	Finish date month /year	Reason for gap



5. Supporting Statement

Please outline why you would like to become a member of the LGB, sharing any relevant skills and experience (300 words max).



6. Skills Audit

Please put an 'x' in the box which best fits your level of knowledge, skill or understanding.
(E/D – essential/desirable skills to have across the whole LGB).

AREA OF EXPERTISE	E/D	LEVEL OF KNOWLEDGE			
		1	2	3	4
1 = highly competent; 4 = limited competency					
Boarding	E				
Careers (Gatsby) & further education	E				
Curriculum & assessment	E				
Data analysis: pupil progress & outcomes	E				
Early Years education	E				
Equality, Diversity & Inclusion	E				
Financial management/ accountancy	E				
Governance	E				
Health & safety	E				
Human resources	E				
Legal	E				
Legal responsibilities of governors	E				
Quality assurance	E				
Safeguarding	E				
Special Educational Needs & Disabilities	E				
Ability to influence, challenge, support	D				
Children's & young people's service	D				
Coaching/mentoring	D				
Complaints, grievances or appeals	D				
Data analysis	D				
Education/other Schools	D				
IT	D				
Inspection & oversight	D				
Knowledge of the local community/regional economy	D				
Knowledge of the school	D				
Leadership	D				
Management information systems	D				
Mediation	D				
National education policy	D				
Performance management	D				
PR & marketing	D				
Premises & facilities management	D				
Procurement/purchasing	D				
Project management	D				
Risk assessment & management	D				
Staff recruitment	D				
Staff training	D				
Stakeholder engagement	D				
Strategic planning	D				



7. Equal Opportunities

Guildford High School is an equal opportunity employer. Its policy is to ensure that no applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities.

Working in the UK	Yes / No – Please delete as appropriate
Do you have any restrictions on taking up employment in the UK?	Yes / No
If you have answered yes, please answer the following two questions:	
1. Do you require a work visa to be employed in this country? 2. If you possess a work visa, please give details:	Yes / No
Reasonable adjustments	
Do you require any reasonable adjustments because of a disability? If yes, please give details below:	Yes / No
Conflict of interest	
Do you have any connection with the School you have applied for? If yes, please provide brief details below:	Yes / No

Guildford High School is a “registered body” under the Police Act 1997 because employment there involves access to children under the age of eighteen. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) and a check against the Children’s Barred List before an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. This will also apply to former members of staff who re-join unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of three months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in. Further information about the School’s child protection policy can be found on the School’s website.



8. Safer recruitment and the requirement for enhanced Disclosure and Barring checks

Additional Identification	
Date of Birth (dd/mm/yy):	
National Insurance Number:	
DfE Number:	
Do you hold a valid current driving licence?	
Disclosure and barring checks	Yes / No – Please delete as appropriate
Are you on the Children's Barred List or otherwise disqualified from working with children? <i>It is unlawful for a school to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.</i>	Yes / No
Have you lived outside the UK for a period of three months or longer within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies.	Yes / No
Are you prohibited from carrying out 'teaching work'?	Yes / No
Are you prohibited from being involved in the management of an independent school?	Yes / No
Are you disqualified from working in or managing early years provision or later years provision with children under the age of eight?	Yes / No



9. Declarations

I confirm that this information is, to the best of my knowledge, true and complete.

- I am aware that the role which I am applying for is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask me to declare all convictions and cautions (including those which would normally be considered 'spent') in order to assess my suitability to work with children. In the self-declaration form I will be required to provide details of all spent and unspent convictions and cautions. However, I will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.
- I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS) and be checked against the Children's Barred List. The School will also check that I am not subject to a Secretary of State Section 128 direction which prohibits or restricts a person from taking part in the management of a school.
- In addition to taking up references, the School may undertake an internet search of social media.
- I understand that the School are authorised to obtain references and will approach my nominated referees as indicated above for information to verify particular experience or qualifications.
- I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, then I understand that a previous employer where I worked with children will be asked about those issues.
- I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been appointed; also in possible referral to the police.
- I understand that any offer of appointment to the local governing body made will be conditional on receipt of satisfactory references.
- I confirm I have read and understood the GHS expectations of governors document and agree to abide by its expectations.

Signature: _____

Date: _____