Governor Application Form

Please complete this application form and submit via email with a copy of your CV to our Governance Team at [Clerk@Activatelearning.ac.uk](mailto:Clerk@Activatelearning.ac.uk). If you have any questions, please do not hesitate to get in touch.

Personal details

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| --- | --- |
| **Personal Details** | |
| Title |  |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |

REFERENCES

*Details of two professional referees together with a brief statement of their relationship to you and over what period they have known you. Referees will not be contacted without your prior consent.*

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| --- | --- |
| **References** | |
| Title |  |
| Name |  |
| Email |  |
| Occupation |  |
| Relationship to you and over what period |  |

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| --- | --- |
| **References** | |
| Title |  |
| Name |  |
| Email |  |
| Occupation |  |
| Relationship to you and over what period |  |

Covering letter

*Please state below the reason for your interest in the position of governor on the Activate Learning Board, together with a brief explanation of why you perceive yourself to be a suitable candidate for the role (max 2 pages). A copy of our person specification can be found in our* [*Governor Candidate Brochure*](https://www.activatelearning.ac.uk/app/uploads/sites/2/2023/06/AL_0065_Governor_-Candidate_brochure_2023.pdf)*.*

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Covering letter (Continued)

Governor ELIGIBILITY

*please read the statements below and sign to confirm that you are eligible to be considered for the role of Governor. If you have any questions, please do not hesitate to email* [*Clerk@Activatelearning.ac.uk*](mailto:Clerk@Activatelearning.ac.uk)*.*

1. To the best of my knowledge, I am fit and able to discharge the functions of a member of the Corporation.
2. I am over the age of 18 years old.
3. I am not a member of staff.
4. I am not enrolled on any course at Activate Learning
5. I am not disqualified from holding the office of trustee by way of any of the disqualification reasons outlined in Annex A.
6. I have not been adjudged bankrupt, nor am I the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986, and I have not made a composition or arrangement with creditors, including an individual voluntary arrangement.

*(There are provisions and conditions governing disqualification in this area please see the Instruments and Articles or consult the Clerk).*

1. I have not:-
   1. within the previous 5 years been convicted, whether in the United Kingdom or elsewhere, of any offence and have not received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or
   2. within the previous 20 years been convicted as set out in sub-paragraph (a) and have received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
   3. at any time been convicted as set out in sub-paragraph (a) and have received a sentence of imprisonment, whether suspended or not, of more than five years.

*Please note that for the purpose of this regulation there shall be disregarded any conviction by or before a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom.*

1. In the past three years, I have not breached tax payments or social security contributions.
2. In the past three years, none of the following have applied to me:
   1. failure to repay funding due to ESFA or any other public body in excess of £50,000.
   2. early termination of a contract with a public body
   3. early withdrawal from a contract with a public body
3. Activate Learning is committed to safeguarding and promoting the welfare of children and young people and expects Governors to share this commitment. I understand that if I am successful, I will be required to undergo a DBS check at the appropriate level.

**Name:**

**Signed: Date:**

**Annex A – Disqualification Reasons**

You are automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following.
2. an offence involving **deception or dishonesty.**
3. a **terrorism** offence
   1. to which Part 4 of the Counter-Terrorism Act 2008 applies
   2. under sections 13 or 19 of the Terrorism Act 2000
4. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
7. an offence of **misconduct in public office, perjury** or **perverting the course of justice** yes/no
8. In relation to the above offences, an offence of attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting) in relation to the offence.
9. You are **on the sex offenders register** (i.e., subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.
11. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
12. You are **a designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
13. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
14. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
15. You have been **removed** **from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
16. You are **disqualified from being a company director,** or have been given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity.
17. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
18. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors.
19. You are **subject to** a moratorium period under **a debt relief order**, or a debt relief restrictions order, or an interim order.
20. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)