GOVERNOR PRE-APPOINTMENT CHECK DECLARATION FORM

PLEASE WRITE CLEARLY AND USE BLOCK CAPITALS

Title: __________

First Name(s): ______________ (Please write in full)

Family Name: ___________________ Former Name:______________

Address: _____________________________________________________

________________________________________________________________

Postcode: ___________________

Tel: (Home) ________________ (Mobile) ________________

Date of Birth: _____/_____/

School: _________________ HCC School Number* _______

* Please ensure the correct school number is inserted – check with the school if not known

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. 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 he or she:

- is detained under the Mental Health Act 1983 during his or her period of office;
- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order or an interim order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children; including the Independent Safeguarding Authority list;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has 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;
- refuses to allow an application to the Criminal Records Bureau for a criminal records certificate.

Continued overleaf
I have read the above regulations regarding the qualifications and disqualifications and declare that I am not disqualified from serving as a school governor. I understand that my application to be a governor is subject to checks.

Signature: ________________________________
Date: ________________________________

I, Chair of Governors/Headteacher (please delete as appropriate), have seen two forms of identity (one photographic, one address) and I can confirm the identity of the person named above.

PLEASE WRITE CLEARLY AND USE BLOCK CAPITALS

Name: ________________________________
Position: ________________________________
Signature: ________________________________
Date: ________________________________

(Forms must be completed in full before a check can be carried out)

Once completed, the form should be faxed to Safe Staffing on (01992 555819) without delay. If a fax machine is not available, please ask the school to forward it on.