



TRUST DIRECTOR

NOMINATION/APPLICATION FORM

To be completed by or on behalf of a prospective director of one of the Catholic Education Trusts(CMATs) which shall be countersigned by the Chair of the relevant Trust and a priests reference will be required from the Parish Priest for applications to become a foundation director

APPLICATION AND UNDERTAKING – (TO BE COMPLETED BY THE APPLICANT)			
Full name of applicant:			
Catholic Education Trust to which nomination/application applies:			
Position applied for:	Foundation Director	Non Foundation Director	
<p>If successful in this application, I undertake to preserve and develop the Catholic character of the Catholic Education Trust of which I will be a director and the Catholic schools operated by the Trust. I provide this undertaking whether this application is for appointment as a Foundation Director (expressly appointed by the Bishop of Brentwood) or appointment as a Non Foundation Director. Both of these appointments <u>must be approved by the Brentwood Diocesan Education Service (BDES)</u> and will be subject to compliance with any Diocesan policy in place from time to time regarding directorship of any Catholic Education Trust operating in the Diocese.</p>			
Applicant Signature:		Date:	

IDENTITY CHECK AND TRUST BOARD APPROVAL TO APPOINTMENT (Sections A & B must be completed by the Trust Chair and a priests reference will be requested by the diocese for all Foundation appointments. Whilst an appointment will be made by the Bishop, it is expected that the application will either be submitted by the Trust [on behalf of the prospective Director] or at least will have the support of the Trust.)

One document from each section must be checked for authenticity			
SECTION A	Birth certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Photo card Driving Licence
	Passport <input type="checkbox"/>		
	Photo card Driving Licence <input type="checkbox"/>		
SECTION B		Utility Bill <input type="checkbox"/>	Bank Statement
If the applicant has changed their name since birth			
Marriage Certificate		Deed Poll Certificate	
Please indicate who has carried out the identity check:		Chair	CAO/CSEL/Other Trustee/Director
I confirm that I have met with and positively identified the above applicant. I have checked the authenticity of the documentation and confirm the details relate to the applicant.			
Signature:		Date:	
ACKNOWLEDGEMENTS AND REFERENCES			
TRUST BOARD			
I confirm that this appointment has the support of the Trust Board of Directors/Chair.			
Please provide any reasons or statement in support of this application:			
Signature of Chair:		Date:	

1. Your Personal Details

1.1 Surname:

1.2 Previous surname:

1.3 First
Names:1.4 Name by which
you are known:

1.5 Title:

1.6 Marital Status:

1.7 Date of Birth:

1.8 Home address:

Postcode

1.9 Tel

1.10 Email

2. Your Employment2.1 Are you currently employed? Yes No

If yes, complete employment details below:

Employer Name:

Employer
Address:

Postcode

Role

Full/part time

Date employment started

3. Your Education

3.1 Primary School(s)

3.2 Secondary School(s)

3.3 (3.1) Further & Higher Education

3.4 (3.2) Professional, vocational or trade qualifications

SECTION 2

DIOCESAN CRITERIA

COMPLETED BY THE APPLICANT

The information requested below will assist us in making sure an appropriate appointment is made; for example, where there are existing relationships, whilst not necessarily a barrier to appointment, we will need to be assured that any potential conflict of interest is being managed.

Applicants are invited to provide a personal statement in support of their application.

4.1 Are you a committed and practising Catholic? (Ignore if seeking appointment as a Non Foundation Director) Yes No

4.2 Do you have children of compulsory school age? (if yes, list ages and schools at 4.9 below) Yes No

4.3 Are you related to anyone who is employed to work at any Catholic school/academy in the diocese? (if yes, give name of school/college, position and relationship at 4.9 below) Yes No

4.4 Are you related to a member of the clergy within the diocese? (if yes, give the name if the cleric, his current position and your relationship at 4.9 below) Yes No

4.5 Are you related to any director or governor of any Catholic Education Trust/school in the diocese? (if yes, give name of school/college and relationship at 4.9 below) Yes No

4.6 Are you, or have you ever been, a director or governor of any academy trust or school? (if yes, give details of all of them, starting with the current or most recent including name of school/college, whether a director of an academy trust and/or a governor of a school, dates (from-to) at 4.9 below) Yes No

4.7 Total years' service on current governing body/bodies or board of directors of an academy trust (if applicable) [From] [To]

4.8 If applicable, total years' service as a foundation director or foundation governor: [From] [To]
 diocese:

4.9 Personal Statement and Additional Information (if you have answered 'yes' to any of the questions at Part 2 above):

SECTION 3

EXPERIENCE AND SKILLS

COMPLETED BY THE APPLICANT

5.1 Please provide information on your skills and experiences which you consider may be of benefit to the board of directors of a Catholic Education Trust.

5.2 Please provide information on your commitment to the Catholic faith (or any other faith) and contribution to parish life and Catholic community (or equivalent)

5.3 Please provide an explanation of what you believe you can contribute to the Catholic life of a Catholic Education Trust as either a foundation director or a non foundation director.

5.4 Do you have access to a car or other transport of your own? Yes No

If no, do you rely on public transport? Yes No

5.5 How far are you willing to travel to trust board/governing body meetings?

5.6 Please indicate if you are particularly interested in any of the following aspects of education: (you can tick more than 1)

Nursery Primary Secondary Sixth Form Special Needs

5.7 Where an application is being made direct to the Diocese, please list the particular Trusts that you are interested to serve and state the reason why (before appointment the relevant Trust will be consulted and their views taken into account).

5.8 Please use the space provided to set out any additional information you wish to be considered with your application or nomination (please note that you do not have to complete this box)

5.8 Please outline any skills or experience that you have that would be relevant to this role.

SECTION 4

STATUTORY STATEMENTS

COMPLETED BY THE APPLICANT

Individuals who are not able to make the following declarations may not serve as a Director of a Catholic Education Trust:				
I am not disqualified from acting as a charity trustee (see table of disqualifying reasons if in doubt).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I have not been disqualified from serving as a company director.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I have not been removed from serving as a governor of a school.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of a school.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I am able to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 5**FURTHER DECLARATIONS****COMPLETED BY THE APPLICANT**

I

*am a committed and practising Catholic in good standing with the Church

*am a Catholic priest/deacon in the Diocese of

*(*delete as applicable – Non Foundation Directors need not be committed and practising Catholics but are expected to uphold the values of the Catholic Church and be an ambassador of a Catholic Education Trust)*

(A copy of the Diocesan briefing note on being a practising Catholic can be found on the Diocesan website.)

I have read and understood the criteria for appointment and, to the best of my knowledge am eligible for appointment.

In offering to serve as a director of a Catholic Education Trust in the Diocese of Brentwood, I undertake that I will serve the Bishop of Brentwood faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a director and will undertake to discharge those duties with due care and diligence.

As well as the undertaking given earlier, I will undertake:

- To ensure that the Trust operates within its Articles of Association and that the schools are conducted in accordance with the Diocesan trust deed and their particular ethos statement, which includes the provisions of:
 - Canon law;
 - The Curriculum Directory and Bishops' statements on religious education; and
 - Any Diocesan directives relating to schools/academies;
- To become familiar with, to support and implement the policies and procedures of the Diocese, including the Bishop's policies on education, including religious education, and the directives issued by the Bishops collectively, specifically the Diocesan Guidance on Academies, the Memorandum of Understanding and the Diocesan Protocols, the Bishops' Memorandum on the Appointment of Teachers in Catholic Schools and the Admissions Guidance, and to represent those policies and directives to the Catholic Education Trusts and any local governing committee or other committees established in respect of the schools;

- To consider not only the interests of the Trust and the individual schools for which it is responsible, but the interests of other Catholic schools and academies and of Catholic education throughout the diocese;
- To respond to the needs of the Catholic community as a whole as represented by the Bishop;
- To attend relevant training including foundation and non foundation director induction training, as soon as possible; and
- If appointed as a foundation director, in all actions, serving as a witness to the Catholic faith.

I consent to the information given on this form and other information collected with it being held and processed by the Diocese of Brentwood, including the sharing of data with third parties where required, in accordance with diocesan policy [\[link to Diocesan Privacy Statement\]](#).

I will comply with the Model CES Governor/Director Code of Conduct and shall tender my resignation as a director if in breach or my circumstances change, so as to contravene the diocesan expectations at any time during the tenure of office. I will also resign as a director if, in the opinion of the Diocesan Bishop, my resignation would be in the best interests of Catholic education.

I understand and accept that the appointment and removal of foundation directors is at the discretion of the Diocesan Bishop and that, because of the nature of the decision-making process, the Diocesan Bishop will not normally be able to engage in any discussion or correspondence with me and/or any third party where my nomination does not result in my appointment.

Please check ALL SECTIONS are completed and return to:

**Sophie Russell
Brentwood Diocesan Education Service
Cathedral House, Ingrave Road
Brentwood, CM15 8AT**

[The form may also be returned by email to: sophierussell@dioceseofbrentwood.org]