



## DIOCESAN FOUNDATION DIRECTOR APPLICATION FORM

Please tick which you are applying to:

Our Lady Immaculate: Bedford, Northampton, Kettering and Corby.	<input type="checkbox"/>
St Thomas: Luton, Central Bedfordshire and Slough.	<input type="checkbox"/>
Duns Scotus Trust: Catholic Academies in the Diocese of Northampton	<input type="checkbox"/>

**SECTION 1: PERSONAL INFORMATION**

Title	First Name	Surname
Home address		
Postcode		
Email		
Telephone	Daytime	Mobile
Current occupation		Date of birth

Have you been a School/Academy Governor in the past (and if so, where), do you currently serve on any other Governing Body? Please include dates served (continue in Section 3 if necessary).

Where did you hear about this vacancy?



**SECTION 2: DIOCESAN CONNECTIONS**

Are you currently a paid employee at any Catholic school or academy in the Diocese of Northampton?

Yes  No

If yes, please give details: .....

Are you related to a member of staff or Foundation Director/Representative/Governor at any Catholic school or academy in the Diocese of Northampton?

Yes  No

If yes, please give details: .....

Do you have any children currently attending any Catholic school or academy in the Diocese of Northampton??

Yes  No

If yes, please state which school/academy and year group(s):

.....

**SECTION 3: PERSONAL STATEMENT**

Please use the space below to tell us more about yourself and why you'd like to become a Director. Please also tell us about any key skills you feel you'll bring to the Trust and any experience gained in other schools or voluntary roles. Please continue on a separate sheet if necessary.

[Large empty box for personal statement]

## AFFIRMATION OF ELIGIBILITY

If appointed as a Foundation Director of a Catholic Multi Academy Trust or the Duns Scotus Trust in the Diocese of Northampton,

I hereby recognise and confirm that:

- I. I am a practicing Catholic in full Communion with the See of Rome, and I am not the subject of any canonical censure or penalty. My parish priest will confirm this in a reference.
- II. For the good of the mission of the Catholic Church and of Catholic Education in the Diocese of Northampton, I am willing to be called by our Bishop to serve as a Foundation Director.
- III. If I am chosen to serve as a Foundation Director, I am willing to govern the Trust in accordance to Canon Law, the Diocesan Trust Deed, the teachings of the Catholic Church and according to the commission and expectations of the Bishop of Northampton.
- IV. I will work with and implement the educational policy of the Diocese.
- V. I agree to attend initial and ongoing training on a regular basis.
- VI. I confirm that I am not subject to any disqualification from becoming a Director or Charity Trustee as listed in the Declarations and Disclosures section of this form.

**APPLICANTS  
SIGNATURE:**

**DATE:**

## SECTION 4: PRIEST'S REFERENCE

Please complete the contact details for the Priest at the church you regularly attend. NORES will contact him for a reference to confirm that you are in good standing with the Catholic Church under Canon Law.

Priest Contact details

Title:

First Name:

Surname:

Name of  
Parish:

Address &  
Postcode:

Please complete the remaining sections of this form, including your signature on page 6.  
If you have any questions about this form or the application process, please contact the Schools  
Officer at NORES on  
01582 723312 (option 2) or [main@nores.org.uk](mailto:main@nores.org.uk)

## DECLARATIONS & DISCLOSURES

**Please read this section carefully. It must be signed by the applicant named in Section 1 of this form. We cannot accept copies or an electronic version of this document.**

**Sign and date to confirm your understanding of and adherence to these statements. If you have any questions about anything mentioned below, please contact NORES on 01582 723312 or [main@nores.org.uk](mailto:main@nores.org.uk)**

I confirm that:

- I am not a registered pupil at any of the schools within the Multi Academy Trust.
- I am aged 18 or over.
- I am not subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order.
- I have not had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced.
- I have never been disqualified from office as a governor for failure to attend governing body meetings for a continuous period of six months or more.
- I have never been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or by the High Court on grounds of any misconduct or mismanagement in the administration of the charity for which I was responsible or which I was privy or to which I contributed, or which was facilitated by my conduct.
- I have never been removed under s.34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any Body.
- I am not included on the list of people considered by the Secretary of State as unsuitable to work with children.
- I am not barred from regulated activity relating to children in accordance with s.3(2) of the Safeguarding Vulnerable Groups Act 2006.

I am not subject to:

- A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986.
- A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002.
- A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002.
- An order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court administration order).
- A disqualification or disqualification undertaking or similar instrument in any other country or jurisdiction.
- A direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction from working with children.
- I am not disqualified from working with children under ss 28, 29 or 29A of the Criminal Justice and Court Services Act 2000.
- I am not disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or childminding or providing day care.
- I am not disqualified from registration under Part 3 of the Childcare Act 2006.
- I have not received a sentence of imprisonment (whether suspended or not), in the UK or elsewhere for a period of not less than three months (without the option of a fine) in the five years before becoming a Director.
- I have not received a prison sentence of two and a half years or more in the 20 years before becoming a Director or in the last 20 years (whichever is longer).
- I have not at any time received a prison sentence of five years or more (irrelevant of eventual length of imprisonment).

- I have not been fined for causing a nuisance or disturbance on school and/or educational premises during the five years prior to this application.
- I have not been removed as a school governor or from a similar role.

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 and (exceptions) (amendment) order 1986**

Because of the nature of the role you are considering, applications are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the subsequent Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are required by the Diocese to disclose information about convictions which for order purposes would be considered “spent” under the provision of the Act. In the event of appointment, any failure to disclose such convictions could result in removal from office or disciplinary action by the Diocese.

Therefore, please answer the following questions. If you answer YES to any, please give details, you may enclose the details in a separate envelope if you wish:

	YES	NO
Have you ever been cautioned, reprimanded or convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally for a criminal offence?		
Have you ever had a child removed from your care or placed under supervision by the local authority?		
Do you suffer, or have you suffered from any illness or disease that may affect your ability to work with children, young people or vulnerable adults?		
Have you ever been investigated in respect of child protection procedures?		
<b>APPLICANTS SIGNATURE:</b>		<b>DATE:</b>

**Use of Data:**

- The personal data on this form is required by the Duns Scotus Trust and/or Companies House to undertake the NORES governance application process for Foundation Directors as detailed in the Application Guidance Notes overleaf. NORES will share some or all of the data on this form with the Trust in which you have applied to serve as part of the application process.
- NORES will contact the priest whose details you have provided in Section 4 in order to ascertain that you are a practising Catholic in good standing with the Church. NORES will not share the contents of this reference with the Trust in which you have applied to serve but will inform the school/Trust if a satisfactory reference cannot be secured.
- If successfully appointed, The Duns Scotus Trust will store this form, priests’ reference and related correspondence for the duration of your term of office and will destroy it 12 months after your term ceases. If unsuccessful, we will store this form, priests’ reference and related correspondence for 12 months from the date of your decision letter.
- Data may be stored in hard copy or in electronic form and is not stored outside of the EU.
- If you have any questions about the use or storage of the data you submit on this form, your priests’ reference or related correspondence, please contact the Duns Scotus Trust using the details on the back of this form.

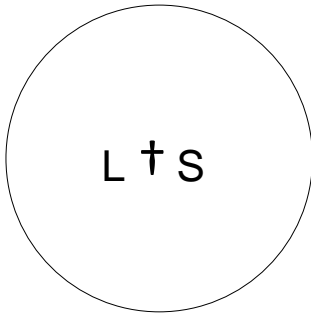
**DIOCESAN GOVERNANCE COURT: CONFIRMATION OF APPOINTMENT**

DATE:

*Episcopal Vicar for Education and Formation*

WITNESSED BY:

DATE:



**FOR OFFICE USE ONLY**

DATE RECEIVED:

DATE OF APPT:

NOTES:

**Duns Scotus Trust**  
33 Westbourne Road  
Luton  
LU4 8JD  
Tel: 01582 723312  
Email: [info@nores.org.uk](mailto:info@nores.org.uk)  
[www.nores.org.uk](http://www.nores.org.uk)

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