



**DIOCESE OF HALLAM CATHOLIC MULTI ACADEMY TRUSTS**

**DIRECTOR APPLICATION FORM**

This form should be completed if you are interested in becoming a foundation director at one of the Catholic Multi Academy Trusts (CMATs) in the Diocese of Hallam.

Those who serve as a Director at one of the CMATs are expected to uphold the wishes of the Office of the Bishop of Hallam for Catholic Education within the Diocese of Hallam.

To be appointed as a Director, you must be willing to make a commitment to participate fully in the work of the Board and adhere to the Code of Conduct for CMAT Directors in the Diocese of Hallam.

**The Bishop of Hallam personally encourages applications by people from a wide range of backgrounds, ethnicities, abilities and genders. Completion of the volunteer monitoring form (Section F) is optional but it would be very helpful in supporting the objective to promote diversity on the board.**

*Any details you provide on this form will be held by the Diocesan of Hallam Schools' Department until you are appointed and for the duration of your term of office. If at any point you wish to withdraw your nomination your details will be removed from the database [see the statement at the end of this document on GDPR for more information on use of the information you provide].*

*Please consider whether you are legally entitled to volunteer before applying for this role. For EU nationals, you will be have the right to volunteer legally if you have: settled or pre-settled status; European Temporary leave to remain; or a visa which does not prevent you from volunteering. For non-EU nationals, you will have the right to volunteer legally if you have a visa which does not prevent you from volunteering. If you are unsure whether your immigration status permits you to volunteer, please contact the UK Borders and Immigration Agency.*

|                                                                                                                                                             |                 |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| <b>Please indicate if you have a preference for which CMAT you would like to be considered</b> <i>(note: this will be at the discretion of the Bishop):</i> | <b>St Clare</b> | <b>St Francis</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|

**Section A – Personal Details**

|                                                                      |  |                           |  |
|----------------------------------------------------------------------|--|---------------------------|--|
| <b>Title</b>                                                         |  |                           |  |
| <b>Surname</b>                                                       |  |                           |  |
| <b>Forename (s)</b>                                                  |  | <b>Date of Birth</b>      |  |
| <b>Your home address</b><br><i>(full address including postcode)</i> |  |                           |  |
| <b>Email</b>                                                         |  |                           |  |
| <b>Telephone - Home</b>                                              |  | <b>Telephone - Mobile</b> |  |



## Section B - Background

|                                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Your occupation</b><br><i>(please state role and whether full or part time)</i>                                                                                                                                      |  |
| <b>Your employer details</b><br><i>(name, address - including postcode and telephone)</i>                                                                                                                               |  |
| <b>Your education details</b><br><i>(please indicate which primary and secondary schools you attended and provide details of Further and Higher Education and any professional, vocational or trade qualifications)</i> |  |

|                                                                                                                            |                                                                               |                             |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------|
| <b>Are you employed to work at any Catholic school in the Diocese of Hallam?</b>                                           | Yes <input type="checkbox"/><br><i>(if yes, please provide details below)</i> | No <input type="checkbox"/> |
| Name of School                                                                                                             |                                                                               |                             |
| Position held                                                                                                              |                                                                               |                             |
|                                                                                                                            |                                                                               |                             |
| <b>Are you related to anyone who is employed to work at any Catholic school in the Diocese of Hallam?</b>                  | Yes <input type="checkbox"/><br><i>(if yes, please provide details below)</i> | No <input type="checkbox"/> |
| Name of School(s)                                                                                                          |                                                                               |                             |
|                                                                                                                            |                                                                               |                             |
| Position                                                                                                                   |                                                                               |                             |
| Relationship                                                                                                               |                                                                               |                             |
| <b>Are you or have you ever been a governor of any school or a director of any Academy Trust in the Diocese of Hallam?</b> | Yes <input type="checkbox"/><br><i>(if yes, please provide details below)</i> | No <input type="checkbox"/> |
| Name of School or Academy Trust                                                                                            |                                                                               |                             |
| Governor or Director Type                                                                                                  |                                                                               |                             |
| From and to                                                                                                                |                                                                               |                             |
|                                                                                                                            |                                                                               |                             |
| <b>Total years' service on current trust board/governing body/bodies</b> <i>(if applicable)</i>                            |                                                                               |                             |
| <b>Total years' service as a foundation director for the Diocese of Hallam</b> <i>(if applicable)</i>                      |                                                                               |                             |

## Section C – Expertise and knowledge

*Note: No person will have expertise or knowledge in all the areas listed below. It is, however, helpful to have this information in order to ensure that the Board overall has a good range of expertise and knowledge.*

| Theme/area                                                                                                   | Examples of experience or what you can contribute | Experience Level | Experience Level | Experience Level |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------|------------------|------------------|
|                                                                                                              |                                                   | Extensive        | Moderate         | Basic            |
| Knowledge of the Church's mission in education and/or contribution to parish life and the Catholic community |                                                   |                  |                  |                  |
| The education system and working with children                                                               |                                                   |                  |                  |                  |
| Charity & Corporate Governance                                                                               |                                                   |                  |                  |                  |
| Financial Management                                                                                         |                                                   |                  |                  |                  |
| HR, Staff Recruitment and Training                                                                           |                                                   |                  |                  |                  |
| Legal                                                                                                        |                                                   |                  |                  |                  |
| PR, Marketing and working with the media                                                                     |                                                   |                  |                  |                  |
| H&S and Property & Estates Management                                                                        |                                                   |                  |                  |                  |
| SEND                                                                                                         |                                                   |                  |                  |                  |
| Safeguarding (including PREVENT)                                                                             |                                                   |                  |                  |                  |
| Equal Opportunities, equality and diversity legislation                                                      |                                                   |                  |                  |                  |



|                    |  |  |  |  |
|--------------------|--|--|--|--|
| Quality Assurance  |  |  |  |  |
| Risk Management    |  |  |  |  |
| Strategic Planning |  |  |  |  |

### Section D – Personal Statement

Please state briefly why you are interested in becoming a foundation director for one of the Catholic MATs in the Diocese of Hallam



## Section E – Referees

|                                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------|--|
| <b>Name, address and contact details of first referee who can verify your skills, knowledge and experience</b> |  |
| <b>Position/Role</b>                                                                                           |  |

|                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------|--|
| <b>Name, address and contact details of second referee who can verify your skills, knowledge and experience</b> |  |
| <b>Position/Role</b>                                                                                            |  |



## Section F – Volunteer Data Monitoring *(completion of this section is optional but is encouraged)*

You are not obliged to complete this section but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### GENDER

Female ☐

Male ☐

Prefer not to say ☐

### ETHNIC ORIGIN

I would describe my ethnic origin as:

#### 1. WHITE

British ☐

English ☐

Scottish ☐

Welsh ☐

Irish ☐

European ☐

Non-European ☐

Any other White background (please specify): [Click or tap here to enter text.](#)

#### 2. BLACK OR BLACK BRITISH

African ☐

Caribbean ☐

Any other Black background (please specify): [Click or tap here to enter text.](#)

#### 3. MIXED BACKGROUND

White and Asian ☐

White and Black Asian ☐

White and Black Caribbean ☐

Any other mixed background (please specify): [Click or tap here to enter text.](#)

#### 4. ASIAN AND ASIAN BRITISH

Bangladeshi ☐

Indian ☐

Pakistani ☐

☐

Any other Asian background (please specify): [Click or tap here to enter text.](#)



**5. CHINESE AND CHINESE BRITISH**

Chinese ☐

**Any other Chinese background (please specify):** Click or tap here to enter text.

**6. OTHER ETHNIC GROUP**

**Please specify:** Click or tap here to enter text.

**DISABILITY**

The legal definition of disability is 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

**Do you have a disability, long-term illness (mental or physical), and/or on-going medical condition that we should be aware of:**

Yes: ☐

No: ☐



I wish to offer to serve the Diocese of Hallam in the ministry of Catholic Multi-Academy Trust Director.

I have read and understood the criteria for appointment and, to the best of my knowledge, I am eligible for appointment. I acknowledge that no correspondence is entered into should my offer not be accepted.

If appointed, I am able and willing to give priority to my duties as a director and trustee and will undertake to preserve and develop the Catholic character of the Catholic Multi Academy Trust Company and to ensure that it is conducted in accordance with its trust deed. I confirm that I am committed to promoting and upholding the teachings of the Church and the policies of the Diocese of Hallam.

I consent to the information given on this form and other information collected in connection with it being held and processed by the Diocese of Hallam.

|                                   |  |
|-----------------------------------|--|
| <b>Name</b> <i>(please print)</i> |  |
| <b>Signature</b>                  |  |
| <b>Date</b>                       |  |

**Thank you for completing this Application Form. Please email it to ??????????????????????????????????????????**

**Or if you prefer, send a hard copy to:**

The Diocese of Hallam Schools' Department  
Hallam Pastoral Centre  
St Charles Street  
Sheffield, South Yorkshire, S9 3WU  
UK

If you have any difficulties in completing or submitting this form, please email???????????????????????????????

|                                    |                   |              |
|------------------------------------|-------------------|--------------|
| <b>Office Use only</b>             |                   |              |
| <b>Appointment approved by:</b>    |                   |              |
| <b>Name:</b><br><br>(please print) | <b>Signature:</b> | <b>Date:</b> |



## **General Data Protection Regulations (GDPR)**

### **How we use your information**

We are committed to collecting and using personal information responsibly, proportionately, securely and fairly.

Information that we hold in relation to individuals is known as “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and Data Controllers. We might also need to continue to hold your personal data for a period of time. Anything that we do with an individual’s personal data is known as “processing”.

Personal data is collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

### **Why do we collect personal data?**

We collect information in order to facilitate the foundation director appointment process.

### **The information that we collect, hold and share includes:**

- Personal information (such as name, address, date of birth, email and telephone numbers)

### **Storing data**

We hold data in accordance with our Data Retention & Data Protection policies.

### **Who do we share your information with?**

- We will only use your *personal data* for the purposes for which it was obtained.
- We will share your personal data with third parties whom we ask to process *personal data* on our behalf (e.g. clerk or company secretary to the board). We require these third parties to comply strictly with our instructions and with Data Protection and The GDPR Laws.
- We have in place administrative, technical and physical measures designed to guard against and minimise the risk of loss, misuse or unauthorised *processing* or disclosure of the *personal data* that we hold.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about them that we hold.

If you have a concern about the way we are collecting, processing or using your personal data, you should raise your concern with us in the first instance by contacting Clare Thorpe (cthorne@hallam-diocese.com) or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns>