

Application for hub advisory board (HAB) member – volunteer position

Westcountry Schools Trust (WeST) are committed to equal opportunities and are only interested in your ability to do the role of Hub advisory board member.

Please complete continuing on separate sheets where necessary.

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Telephone (Daytime):
	Telephone (Mobile):
Postcode:	Email address:

2. SUPPORTING STATEMENT

Please read the role profile. Explain why you are interested in this opportunity and express how you would bring value to this role. Please include examples of your relevant knowledge, skills, and experience. This could include paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary.

We are accepting applications for all hub advisory boards.

Trustees will do their best to allocate successful applicants to their chosen hub, but their key aim is to achieve diverse hub membership with relevant skills and experience. Each hub will include members who are parents / carers of children in WeST schools.

The initial four hub structure is detailed below. This may be subject to change as the trust grows.

Hub 1	Hub 2	Hub 3	Hub 4
Ashburton Primary School	Callington Community College	Coombe Dean School	Austin Farm Academy
Buckfastleigh Primary School	Ermington Primary School	Morley Meadow Primary School	Boringdon Primary School
South Dartmoor Community College	Holbeton Primary School	Oreston Community Academy	Chaddlewood Primary School
Stowford School	Ivybridge Community College	Plymstock School	Eggbuckland Community College
Woodlands Park Primary School	Manor Primary School	Sherford Vale School	Glen Park Primary School
Yealmpton Primary School	Ugborough Primary School	Wembury Primary School	Hele's School
			Plympton St Maurice Primary School
			Woodford Primary School

<p>Do you have a preference for a particular hub? Please let us know your reasons for this</p>	
<p>Is there a travel or other restriction that would prevent you from participating in a particular hub? Please let us know your reasons for this</p>	

We are seeking interest in particular roles within the HAB model, please tick any of the specialist areas that you would like to be considered for:

Chair		Vice chair	
HAB safeguarding champion		HAB SEND champion	
WeST finance committee		WeST estates committee	
WeST HR committee		WeST audit & risk committee (including IT / cyber)	
WeST education standards panel		Parent / carer representative	

Explain why you are interested in these specialist areas and express how you would bring value to this role:

Part of the role will require regular access to a range of IT platforms, please identify those you are familiar with and those which you may require further training:

Type	Confident	Require Training
Email correspondence		
Microsoft Office applications (Outlook, Word, Excel, etc.)		
Video conferencing (e.g. Microsoft Teams or Zoom)		

Web based document access (e.g. SharePoint, iCloud, Google Docs)		
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3. EMPLOYMENT / VOLUNTEER HISTORY

Please list any relevant employment or unpaid / voluntary work. Continue on separate sheet if necessary.

Role title and brief outline of duties	Name and address of organisation	Dates from - to (month & year)	Reason for leaving

4. QUALIFICATIONS AND TRAINING

Secondary school/college/university/apprenticeship including current studies, with the most recent first.

Name of institution / provider	Courses / subjects taken	Qualifications / grade	Date completed

Details of any other relevant learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, and any current courses)

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Professional / technical membership

Name of professional / technical body	Grade of membership

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5. VOLUNTEER CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all volunteers and staff to share this commitment. As part of our commitment, we need to ensure that all potential volunteers satisfy our checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from volunteering with us. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for an enhanced DBS Disclosure, you are required to declare information on any convictions or conditional cautions which would not be filtered by the DBS in line with current guidance if shortlisted for interview.

6. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes ☐ No ☐

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your role. Please see the applicant guidance notes for further information.

It is essential to our value of integrity to identify any conflict of interest to ensure we place you in a suitable voluntary position. This may not be a preventative barrier but is essential to identify.

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your role? Yes ☐ No ☐

Are you related to a pupil at a WeST school? Yes ☐ No ☐
If yes, give details, including the name of WeST school if appropriate.

Are you related to any member of staff at WeST? Yes ☐ No ☐

If yes, give details, including the name of WeST school if appropriate.

8. REFERENCES

We would like to seek references to support our process. These may be personal or professional references. Please identify two referees who can verify your suitability for this role (including working with children).

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

I declare that:

- the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate.
- I understand that the information on this form may be used for purposes registered by the Trust under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police.
- I give consent for Westcountry Schools Trust to process the personal data contained on this form to carry out pre-engagement checks, including references, to assess my suitability for the position I have applied for.
- I understand that pre-engagement checks will be carried out in the event that I have been provisionally offered and have accepted the position.
- I understand that I have the right to withdraw consent for the Trust to process my personal data at any time but that if I do this it may result in the Trust being unable to assess my suitability for this position and therefore withdrawing any offer of engagement.

Signature:	
Date:	

DATA PROTECTION ACT 2018 & GDPR. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE WESTCOUNTRY SCHOOLS TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY WESTCOUNTRY SCHOOLS TRUST.

THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL REQUIREMENT TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

FURTHER INFORMATION ON HOW WESTCOUNTRY SCHOOLS TRUST PROCESS YOUR PERSONAL DATA, INCLUDING PRIVACY NOTICES, CAN BE FOUND ON THE GDPR PAGE OF OUR [WEBSITE](#).

YOUR COMPLETED APPLICATION FORM AND DECLARATION FORM SHOULD BE EMAILED TO: clerk@westst.org.uk