

# Academy trust chair suitability check: application form

## Introduction

Use this form to apply for a statutory suitability check if you:

* are newly appointed as the chair of trustees
* have not previously had a suitability check completed on behalf of the Secretary of State for Education in relation to this role.

Read the [Academy trust chair suitability checks – guidance for applicants](https://www.gov.uk/government/publications/academy-trust-chair-suitability-checks/academy-trust-chair-suitability-checks-guidance-for-applicants) before completing the form and submit your application as soon as possible after taking up your role.

## How we will use your data

We will share the information you provide with [Verifile](http://www.verifile.co.uk/) who will carry out your enhanced Disclosure and Barring Service (DBS) check. You will receive instructions from Verifile about how to apply for a new check.

Verifile will process your information in accordance with its [Privacy Policy](https://www.verifile.co.uk/privacypolicy)

The Department for Education will process your information in accordance with the [DfE Personal Information Charter](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)

# Application form

## Personal details

All fields are mandatory unless otherwise stated.

It is important that you provide your direct contact details in case we need to contact you for additional information concerning your application.

|  |  |
| --- | --- |
| Title |  |
| Full name (including any middle names) |  |
| Previous names (if any) |  |
| Date of birth (DD/MM/YYYY) |  |
| Direct telephone number |  |
| Direct email address |  |
| Full home address (including postcode) |  |
| Name of your academy trust as recorded on the [GIAS register](https://www.get-information-schools.service.gov.uk/?SelectedTab=Groups) |  |
| Academy trust company number (which can be found using [get information about a company](https://www.gov.uk/get-information-about-a-company)) |  |
| Full address of your academy trust (including postcode) |  |

## Identity check appointment

We will book an appointment with an DfE caseworker at a time convenient for you, using Microsoft Teams. Please provide 3 dates and times you will be available (which are within 14 days of submitting this form). You do not need a Microsoft Teams account to join the meeting.

Allow 15 minutes for the check, though most only take around 5 minutes. You will need to be connected to the internet and using a device with a camera that has no background filter enabled.

If you do not have these facilities, or need an alternative type of identity check, tell us when submitting your application.

|  |  |  |
| --- | --- | --- |
|  | Date | Time |
| Preference 1 |  |  |
| Preference 2 |  |  |
| Preference 3 |  |  |

## Your identity documents

List the identity documents you will use during the identity check appointment. Documents must be current and valid and at least one must show your current address.

|  |  |
| --- | --- |
| One document from [Group 1: Primary identity documents](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents) |  |
| Two further documents from any of:[Group 1: Primary identity documents](https://www.gov.uk/guidance/documents-the-applicant-must-provide#group-1-primary-identity-documents) [Group 2a: Trusted government documents](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-2a-trusted-government-documents)[Group 2b: Financial and social history documents](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-2b-financial-and-social-history-documents) |  |

## Your right to work in the United Kingdom

You will need to show your British passport, or the document showing your right to work in the United Kingdom during the identity check appointment.

|  |  |
| --- | --- |
| Indicate the basis of your right to work in the United Kingdom |[ ]  British citizen with the right to work in the United Kingdom |
|  |[ ]  Visa or another document |

## Time spent outside of the United Kingdom

|  |  |
| --- | --- |
| Have you lived outside of the United Kingdom for a cumulative period of 12 months or more in the last 10 years? |[ ]  No, I have not lived outside of the United Kingdom for 12 months or longer in the last 10 years |
|  |[ ]  Yes, this applies to me |
| If yes, state country of residence |  |  |

If you have lived outside of the United Kingdom for a cumulative period of more than 12 months in the last 10 years, you must provide a criminal records certificate or certificate of good character from the country you lived in. The embassy of the country you lived in should be able to help you with this.

[Guidance on overseas criminal records checks](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) is also available. If you are a British citizen, this does not apply to periods before you obtained your citizenship.

## Barred list information

If your role involves regulated activity with children or adults, we will seek a check to include relevant barred list information. Please select one of the following statements:

|  |  |
| --- | --- |
| Does your role involve regulated activity with children or adults? |[ ]  My role does **not** involve any regulated activity |
|  |[ ]  My role involves [regulated activity with **children**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf) |
|  |[ ]  My role involves [regulated activity with **adults**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739152/Regulated_Activity_with_Adults_in_England.pdf) |

## Submitting this form

Send your application to us using the DfE’s [Galaxkey secure file transfer](https://manager.secureft.education.gov.uk/Deliver) system.

The recipient email address to use is **dbs.assurance@education.gov.uk**

**When submitting your completed application please include:**

* a copy of this completed application form
* scanned copies or photographs of all documents you have listed in the application clearly showing all details and any images
* a scanned copy or photograph of your passport, or proof of your right to work in the UK
* a criminal record certificate or certificate of good character, if you have lived outside the UK for more than 12 months

At least one document must show your current home address.

**By submitting your form, you agree to the following declarations**

* I have provided truthful and complete information about my identity and right to work in the United Kingdom
* I agree that DfE may share my relevant personal information with its commercial partner, Verifile
* I agree that DfE and Verifile may share my relevant personal information with the Disclosure & Barring Service
* I agree that DfE may process and store my personal information in accordance with the [DfE Personal Information Charter](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)
* I agree that DfE may contact me about this application, using the telephone number and email address I have provided