

**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).

Table of Contents

[Application form 3](#_Toc200088561)

[Section A - Personal details 3](#_Toc200088562)

[Section B – Right to work and barred list 4](#_Toc200088563)

[Section C – Confirming identity 5](#_Toc200088564)

[Option 1 - Digital identity check 5](#_Toc200088565)

[Option 2 – Department identity check 6](#_Toc200088566)

[Submitting this form 7](#_Toc200088567)

# Application form

## Section A - 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) |  |

##

## Section B – Right to work and barred list

You will need to show your British passport, or the document showing your right to work in the United Kingdom as part of the process.

|  |  |
| --- | --- |
| 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 |
| 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://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children) |
|  |[ ]  My role involves [regulated activity with **adults**](https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-adults-in-england-and-wales) |

## Section C – Confirming identity

The Department must confirm your identity. You should complete **option 1** the digital identity check.

**Option 2** should only be used if you cannot provide the identity documents required for this method.

### Option 1 - Digital identity check

Digital Identity Checks are a government-approved method to digitally verify the identity of individuals applying or appointed as a Chair of Trustee of an academy trust.

The digital pathway will only be available to anyone who holds both of the below identification documents.The Department will assess your suitability to use the digital identify check service before submitting to Verifile.

|  |  |
| --- | --- |
| Do you have a valid passport of any nationality? (Expired passports will not be accepted) | Yes / No (delete as appropriate) |
| Do you have a current UK driving license photo card (full or provisional) registered at your current address? | Yes / No (delete as appropriate)  |
| All details (i.e., name and address) on the documentation provided must correspond with the information provided in section A or the digital identity check will not be successful.  | I confirm all details correspond [ ] ) |

###

### Option 2 – Department identity check

If you are not able to complete the digital identity check, option 1, we will require you to send us copies of your identity documents so that the department can perform the identity check with you via MS Teams.

**Identity documents**

List the identity documents you will be sending alongside your application form for the purposed of 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) |  |

**Date and times for the appointment**

Please provide 3 dates and times you will be available over the next 3 to 4 weeks.

A DfE caseworker will be in touch to arrange this within that timeframe.

The appointment will be held via Microsoft Teams. 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.

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

## 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:**

If using option 1:

a copy of this completed application form

If using option 2:

* 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
	+ Alternative proof of your right to work in the UK if required
	+ a criminal record certificate or certificate of good character, if you have lived outside the UK for more than 12 months

**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