



**DIOCESAN EDUCATION SERVICE**  
(Referred to as DES throughout this document)

# FOUNDATION DIRECTOR APPLICATION FORM

<b>SECTION 1:</b> <b>BASIC INFORMATION</b>	
<b>Name of Applicant:</b>	
<b>Name of the Multi Academy Company (MAC):</b>	

<b>SECTION 2:</b> <b>DIOCESAN GUIDANCE AND CHECKLISTS FOR FOUNDATION DIRECTORS</b>
<p>The Board of Directors will consist of MAC Directors who have a good mix of knowledge, experience and skills. All MAC Directors must abide by the Seven Principles of Public Life enunciated by the Nolan Committee, which are:</p> <p><b>Selflessness</b> Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.</p> <p><b>Integrity</b> Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.</p> <p><b>Objectivity</b> In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.</p> <p><b>Accountability</b> Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.</p> <p><b>Openness</b> Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.</p> <p><b>Honesty</b> Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.</p> <p><b>Leadership</b> Holders of public office should promote and support these principles by leadership and example.</p>

## HOW THE INFORMATION ON THIS FORM WILL BE HANDLED BY THE ARCHDIOCESE OF BIRMINGHAM

We need the information we have asked for on this form:

- To comply with our legal obligations and/or
- Because it is in our legitimate interests to obtain it when appointing you to your role and/or
- In relation to religion, as you are a practising Catholic, because ensuring proper governance of Archdiocesan schools by practising Catholics is one of the legitimate activities of the Archdiocese and/or
- In relation to information about criminal matters, to exercise, establish or defend our legal rights, and to prevent or detect unlawful acts.

We inform the Clerk to the Board of Directors of your name, address, telephone number(s), email address, occupation and the dates of your term of office. We would also, if requested by the school, share that information with the school. We will not disclose your information to any other body unless we are required by law to do so.

Your information will be kept securely by us, either in paper or electronic form. You can find out more from our Privacy notice, which is available at <https://birminghamdiocese.org.uk/privacy-policy>.

If you are appointed, we will keep your completed form(s) until the end of the academic year after the academic year in which you cease your role. We hold on to it for that time because sometimes a person decides to continue in their role after they have resigned, or their term has come to an end.

If you are not appointed, we will keep your completed form until the end of the academic year after the academic year in which you complete it. This is because in our experience there is sometimes a delay between application and appointment.

You can update your information at any time by writing to the DES or emailing [r.tonks@bdes.org.uk](mailto:r.tonks@bdes.org.uk).

When we destroy documents or electronic files we do so securely.

We also compile and keep for 75 years a document which contains your name, address, telephone number(s), email address, occupation and dates of your term(s) of office. We do this because we have experience of people coming forward with concerns or queries many decades after an incident is said to have occurred. This basic information will help us to respond in an informed manner to any concerns raised.

**SECTION 3:****SELF-REVIEW CHECKLISTS FOR POTENTIAL FOUNDATION DIRECTORS**

All potential Foundation Directors will self-select against this guidance and submit this completed form by way of request to be appointed as a Foundation Director.

The Director of Education will oversee the process of appointment.

**Essential Criteria**

	<b>Fully meet</b>	<b>Partially meet</b>	<b>Do not meet</b>
I am a practising Catholic in full communion with the See of Rome.			
I understand the duty to ensure the Catholic character of the academies in the MAC is preserved and developed and that they are conducted in accordance with the Scheme of Delegation and the Articles of Association of the MAC.			
I will comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop, the Trustees, or the DES acting on their behalf, in respect of the academies in the MAC to fulfil his/her responsibilities.			
I am willing to be called by the Archbishop to serve as a MAC Director for the good of the mission of the Catholic Church and the provision of Catholic education in the Archdiocese of Birmingham.			
I will protect the assets of the Trustees at all times.			
I have the support of his/her parish priest or the priest in the parish where he/she worships regularly.			

**Please provide further information on how you comply with each of the above criteria which you either fully or partially meet:**

(Please continue on a separate sheet if necessary and attach to this application form)



**SECTION 4:****REQUEST TO BE APPOINTED AS A FOUNDATION DIRECTOR****PERSONAL INFORMATION**

Title		Surname		First Names	
Home Address					
				Postcode	
Home Tel No.		Mobile Tel No.		Email	
Date of Birth	/	/	Occupation		

**Is this application for:**A first appointment as a Foundation Director at this MAC? For reappointment as a foundation governor at this MAC? **Are you a paid employee in the MAC or school within the Diocese?**Yes  No 

If 'YES', please detail:

**Are you the parent of a pupil at any school within the MAC?**Yes  No 

If 'YES', please advise in which school and which year group(s) your child(ren) are currently:

I wish to apply to be appointed as Foundation Director at ..... MAC and am willing and able to fulfil the duties of that office.

**UNDERTAKING TO THE ARCHBISHOP OF BIRMINGHAM**

If I am appointed as a Foundation Director I undertake to:

- Read, as soon as possible, the current version of the Scheme of Delegation, which is available on the DES website.
- Refer regularly to the latest version of the Scheme of Delegation on the DES website and comply with it in carrying out my role.
- As necessary, read and comply with the terms of all funding and other agreements between the Department for Education and the MAC and the Articles of Association of the MAC.

I hereby recognise and confirm that:

- I am a practising Catholic in full communion with the See of Rome, and I am not the subject of any canonical censure or penalty.
- My appointment places a legal duty upon me to ensure that the religious character of the schools within the MAC is preserved and developed and that the schools are conducted in accordance with the principles and subject to the regulations and discipline of the Catholic Church.
- My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop or the DES acting on his behalf, in respect of the role of Foundation Director within the MAC.
- I understand that I may be removed from office by the person or persons who have appointed me.
- I understand that if this is my first appointment as a Foundation Director that I will be required to attend induction training which will be held at the DES office at Coleshill.
- I will attend training during my term of office as requested by the Board of Directors or the DES.
- For the good of the mission of the Catholic Church and of Catholic education in the Archdiocese of Birmingham, I am willing to be called by His Grace the Archbishop of Birmingham to serve as a Foundation Director.

Signature of Applicant		Date	
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## SECTION 5: ENHANCED DBS (formerly CRB) DISCLOSURE

**DO NOT SUBMIT IN YOUR APPLICATION FORM UNTIL THIS SECTION HAS BEEN FULLY COMPLETED**  
**FORMS SENT IN WITHOUT THIS SECTION COMPLETED WILL BE RETURNED TO THE APPLICANT**

This section needs to be completed by the Chair of the Board of Directors or the Company Secretary of the MAC to which you are applying **BEFORE** submitting your application. If you do not currently hold an enhanced DBS certificate, please speak to one of the above individuals to make arrangements to apply for one prior to completing your application.

DATE OF DISCLOSURE:		DISCLOSURE CERTIFICATE N°:	
I confirm that I have seen the above DBS certificate, held in the name of the applicant, and that I am satisfied that a valid DBS certificate is in place for them and that their application can be considered for appointment.			
SIGNATURE:		DATE:	
POSITION IN MAC:	Chair of the Board of Directors* Company Secretary*		*Please delete as applicable

## SECTION 6: PRIEST'S REFERENCE:

(A Parish Priest/Priest in Charge applying to be a Foundation Director does not need to complete this section)

Please provide below the **details of your parish priest or the priest where you attend Mass regularly** who can testify that you are able to fulfil the requirements for diocesan compliance and ask him to sign this section

Title		Surname		First Name	
Name of Parish					
Town/City					
Applicant's roles & functions within your parish, if any:					
<b>CERTIFICATION BY PRIEST</b>					
I certify that the applicant regularly attends Mass on Sundays and Holydays of Obligation and, to the best of my knowledge, is a practising Catholic.					
Signature				Date	

Please ensure that **all** sections are complete.  
Incomplete forms will be returned to the applicant.

This completed form should be sent to:

**Director of Education, Diocesan Education Service, Don Bosco House,  
Coventry Road, Coleshill, Birmingham, B46 3EA**

Revised 27/03/17  
New Documents