**Application Form**

**School Admission Appeal Panel Member**

Thank you for taking the time to apply for this role. Due to the sensitive nature of the work that panel members undertake, it is necessary to carefully monitor and scrutinise potential new members. The information sought will be used solely by officers of the Council’s Democratic Services Unit for the purpose of assessing your suitability to serve on the School Admission Appeal Panel.

1. **Personal Details**

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| --- | --- | --- | --- |
| **Name****Mr****Mrs****Miss****Ms****Dr****Other****Delete as appropriate** |  | **Address** |  |
| **Contact Numbers** |  | **Email Address** |  |

1. **Current Employment**

|  |  |
| --- | --- |
| **Present or most recent employer:** |  |
| **Dates:** |  |
| **Position:** |  |
| **Address:** |  |
| **Telephone number:** |  |

**Eligibility and Status**

1. Have you committed any criminal offences or received any cautions?

Yes No

If “yes”, please give details below:

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| --- |
|  |

Please give details of the schools in **Sandwell** with which you **currently have or have ever had a connection.** This may include holding a position on the school’s governing body, working at the school in any capacity, or having a relative that works at or attends the school: -

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Nature of connection** | **From** | **To** |
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*Continue on a separate sheet if necessary*

5. Have you ever been employed by Sandwell Council?

Yes No

If “yes”, please give details below, including dates:

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|  |

6. Are you related to any current or former employees of Sandwell Council?

Yes No

If “yes”, please give details below, including dates:

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|  |

Skills and Experience

7. Please list below details of any positions you hold/have held on other bodies that demonstrate abilities that you consider may be useful as a member of the School Admission Appeals Panel.

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| --- | --- |
| * Are you: -

Lay Person (i.e. a person without personal experience in the management of any school or the provision of education in any school (disregarding experience as a School Governor or in any other voluntary capacity) | * Are you: -

Person with education experience (i.e. who are familiar with educational conditions in the area; or who are parents of registered pupils at a school) |

### Further information to support your application

## Please tell us why you wish to volunteer for the School Admission Appeals Panel and what qualities you would bring to Panel.

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## Please provide details of two referees, who may be contacted to testify to your suitability for appointment: -

### Referee 1: -

**Title**\_\_\_\_\_ **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Town)  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(County) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Postcode) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Telephone Nos: -

(Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Daytime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Referee 2: -

**Title**\_\_\_\_\_ **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Town)  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(County) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Postcode) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Telephone Nos: -

(Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Daytime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Declaration

I wish to apply to become a member of the School Admission Appeal Panel and I consent to the information given above being used for the purpose of assisting in the assessment of my suitability for the position. *I am not aware of any reason why I would be ineligible.*

## Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Confidentiality Statement and Agreement**

Information is provided to you in confidence for the purpose of hearing appeals in relation to admissions to Sandwell schools. We do not expect this information to be shared outside of the hearing without the express consent of Sandwell Council.

Upon completion of any hearing that I take part in, I will return all documents to the Clerk for secure destruction. If, for whatever reason, I believe that the information has been disclosed or lost I will immediately inform the Clerk.

Signed………………………………………………………

Date………………………………

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| --- |
| N.B. Please note that the Council will not routinely pass on your data or use it for any other purpose other than the intended purpose as set out above. However, the Council may, if required to do so, pass on some of your data (i.e. your name) as a result of any complaints made by parents in relation to Admission Appeals and / or Exclusion Reviews to the Local Government Ombudsman, Education Funding Agency or in the event of a request for a Judicial Review. |

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

From May 2018, onwards, the Council will be obliged to comply with the requirements of the new General Data Protection Regulations (GDPR). The GDPR expands upon the requirements of the Data Protection Act and places a requirement on Data Holders (the Council) to obtain consent from Data Subjects (in this instance, Panel members) to store and use their data for a specific intended purpose (i.e. for the purpose of Administering the Admission Appeals Process). In addition, the GDPR also confers the right for your personal data to be destroyed by the Data Holder at any point in time, should you wish to exercise this right (referred to in the GDPR as the ‘*right to be forgotten*’).

In view of this, please complete sign / date the below declaration to confirm that you consent to the Council storing your personal data only for the intended purpose of assisting with Admission Appeals Panels.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please insert name) confirm that I consent to my personal data being stored by the Admission Appeals Team and utilised for the specific purpose of administering the Admission Appeals Process.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_