**EDUCATION APPEAL COMMITTEES AND ATTENDANCE COUNCILS**

**Application for Membership of South Ayrshire Council’s Education Appeal Committees and Local Attendance Councils**

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| **PERSONAL DETAILS** |  | |  |
| **TITLE:** | **FORENAME(S):** | | **SURNAME:** |
| **ADDRESS:** | | **CONTACT DETAILS:**  Home Tel. No.  Business Tel. No.  Mobile. Tel. No.  E-mail | |

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| **RIGHT TO WORK IN THE UK** |
| Only individuals who have a right to work in the United Kingdom are eligible for public appointments, including membership of an Education Appeal Committee or Attendance Council. Please note that if there is any doubt regarding your status, we may need to check your details with other agencies.  **Are you eligible to work in the United Kingdom?** **YES** □ **NO** □ | |

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| **CONFLICTS OF INTEREST** |
| Some people are likely to be excluded from volunteering because of potential conflicts of interest. If you are a person employed by the authority in an administrative or advisory capacity relation to educational matters, unfortunately this prohibits you from applying.  **If, however you are aware of any other possible conflict of interest which might arise, should you be appointed, either personally in relation to your employment or in connection with any individuals or organisations please indicate below:**  **YES** □ **NO** □  If **YES**, please provide details | |

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| **CRIMINAL CONVICTIONS** | | |
| The Protection of Vulnerable Groups (Scotland) Act 2007 places certain duties on local authorities to ensure that anyone working with children is suitable to do so.  **I confirm I am not on the list of those disqualified from working with children under the Protection of Vulnerable Groups (Scotland) Act 2007.**  **Signature: Date:**  In addition, all applicants will undergo a Protection of Vulnerable Groups check by Disclosure Scotland. This will detail all previous convictions held on central records, both spent and unspent. It may also contain non-conviction information which a Chief Constable chooses to disclose because he/she feels it is relevant to the membership of an Education Appeal Committee and Attendance Council.  You must provide all information on criminal convictions regardless of where and when the offence was committed\*, including those ‘spent’ under the rehabilitation of Offenders (Scotland) Act 1974.However, previous convictions will not necessarily prevent you from becoming a panel member.  **Have you ever been convicted of an offence (including motoring offences)?**  **YES** □ **NO** □  **Do you have a court appearance pending?**  **YES** □ **NO** □  If you have answered **YES** to either of the above, please supply details: | | | | |
| **Date** | **Court** | **Offence** | | **Sentence / Disposal** |
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\*Includes offences committed for example outside Scotland or while in the armed forces.

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| **AVAILABILITY** |
| Education Appeal Committees and Local Attendance Councils are normally held during the day and very occasionally in the evening. The meetings are set up some weeks in advance. If you are currently in employment, it is essential that you speak to your employer before applying to become a volunteer member as time off would be required during normal working hours. There is no remuneration for being a volunteer member, however, any travelling expenses incurred in relation to an Appeal Committee or Attendance Council will be met by the authority.  Volunteer members do not require any qualifications and full training will be provided before you take up the position. Your appointment is subject to the satisfactory completion of this training. | |
| **Please confirm that you have discussed this application with your employer (if appropriate)**  **YES** □ **NO** □  **Are you available to attend Committee meetings?**  **YES** □ **NO** □  **Are you available to undertake training?**  **YES** □ **NO** □  *(Please complete and return the enclosed availability form with your application form)* | |

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| **EQUAL OPPORTUNITIES** |
| Appointments to Education Appeal Committees and Attendance Councils are made by South Ayrshire Council, who value diversity and welcome applications from all sections of the community. Education Appeal Committees and Attendance Councils, training sessions and meetings are held in a variety of locations. If you feel you may require any reasonable adjustments to enable you to attend for interview or to undertake your duties as a voluntary member, please provide details in order to allow us to make arrangements. | |
| **What adjustments do you require?** | |

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| **BACKGROUND INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| **Why do you want to be a voluntary member of an Education Appeal Committee and Attendance Councils?**  Please provided as much information as possible which you feel is relevant to your application. Please explain what qualities and experience you have and why you want to be considered for voluntary membership.  For example, this may include:-   * Knowledge and understanding of the local area; * Decision making/team work – how you communicate and work with others; * Work related/voluntary community activities; * Ability to listen to others. | |

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| **REFERENCES** |
| Please give the names and addresses of two persons to whom you are well known personally (normally for at least 2 years) and who will provide a reference as to your suitability to carry out the duties of a voluntary member. These persons should not be a partner or related to you. | |

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|  | **FIRST REFEREE** | **SECOND REFEREE** |
| **NAME** |  |  |
| **ADDRESS** |  |  |
| **OCCUPATION** |  |  |
| **HOW LONG KNOWN TO YOU?** |  |  |

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| **DECLARATION** |
| The Data Protection Act 1998 requires South Ayrshire Council to inform you that this form, when completed, will include information about you which can be designated “personal data” under the Act. The Council will process and may share the data for the purposes of recruitment only. As a “data subject” under the Act, you have a right to ask for a copy of any personal data held regarding you and to ask for any inaccurate data to be corrected.  Please ensure you sign and date this statement, otherwise your application cannot be processed.  **I declare that the information provided is, to the best of my knowledge, correct and I consent to it being used and verified for the purposes set out above. I understand that if it is subsequently discovered that any statement is false or misleading or I have withheld relevant information, my application may be disqualified.**  **Signed:**  **Date:** | |

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| **For Official use only by SAC** | |
| **PROTECTION OF VULNERABLE GROUPS** | **REFERENCE REQUESTED** | | **REFERENCE RECIEVED** |
| **YES** | **1** | | **1** |
| **NO** | **2** | | **2** |

Please now ensure you have completed all sections of this form and return it to the Clerk to the Appeals Committee at the following address: **Clerk to the Appeals Committee, South Ayrshire Council, Committee Services, County Buildings, Wellington Square, Ayr KA7 1DR.**