



Application to become a ISBL Fellow

This form should be completed once you have read our guidance on how to become a ISBL Fellow. The guidance sets out our eligibility criteria and requirements to be recognised as a Fellow.

Section 1: Personal details

Title	Mr Mrs Miss Ms Other <i>(Please circle the relevant title)</i>		
Surname		Forenames	
Job title			
Email address	Work/ home <i>(Please circle)</i>	Telephone number	Mobile/school/home <i>(Please circle)</i>
Employer's name and address			
Your workplace if different from your employer's address			

Are you an existing member of ISBL? *Please TICK all that apply.*

Yes		No		I used to be a NASBM member		I have never been a NASBM/ISBL member	
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Section 2: Meeting our requirements 1- 5

Requirement 1 – experience

Supporting statement

Please explain here how you meet Requirement 1. (See Section 4 and Appendix 1 of the accompanying guidance document.)

Briefly describe your overall experience here in no more than 250 words. Please list your SBP roles with some brief wording around this to support this section.

Supporting evidence checklist and declaration

Please list all supporting evidence accompanying this section of your application form below. Note the items in the box below using the highlighted wording.

Attach your **CV and current job description** with this form

Requirements 2, 3 and 4 – qualifications, experience and commitment to CPD

Supporting statement

Please explain here how you meet Requirement 2. (See Section 4 and Appendix 1 of the accompanying guidance document.)

Qualifications, training and CPD – please retain this sub-title

List your qualifications, training and CPD here (for the last 3 years)

How my qualifications, training and CPD support my experience and impact in two key areas – please retain this sub-title

Choose two disciplines from the ISBL Professional Standards and **one must be Leading Support Services** and write, in no more than 250 words, how your qualification (your Level 6 or above qualification), training and CPD support your experience and impact in these areas. The emphasis of the FAP assessment is on your supporting evidence which underpins this 250-word statement.

Leading Support Services

Other discipline – list the name using this sub-title

How my qualifications, training and CPD show my ongoing commitment to CPD and the impact of this – please retain this sub-title

Tell us in no more than 250 words how your qualifications/CPD show your ongoing commitment to CPD and the impact of this CPD. The emphasis of the FAP assessment is on your supporting evidence which underpins this 250-word statement.

Requirements 2, 3 and 4

Supporting evidence checklist and declaration

Please list all supporting evidence accompanying this section of your application form below. Note in the box below (using the highlighted wording) the items you are attaching to support these requirements.

Attach your **Level 6 (or above) qualification certificate**

Attach **other relevant CPD/training course(s)** evidence – certificate or letter of achievement (if the training/ CPD is not certificated)

Attach your **Personal Development Plan**

Requirement 5 – evidence of leadership within your school/trust and system leadership within the school business profession

Supporting evidence checklist and declaration

Please list all supporting evidence accompanying this section of your application form below. Note the items in this box below.

How my evidence shows my system leadership – please retain this sub-title

Write, in no more than 250 words, how the evidence you have provided shows your system leadership.

Supporting evidence checklist and declaration for Requirement 5

Please list all supporting evidence accompanying this section of your application form below. Note in the box below (using the highlighted wording) the items you are attaching to support these requirements.

Please send us evidence of leadership – meeting minutes for example (a maximum of 2-3 key items of evidence), plus a reference from your Headteacher/ CEO/ line manager (whoever is most relevant to you in your post).

Section 3: Declaration and Requirement 6

I confirm that the details I have provided are a true representation of my skills, qualifications and experience. I realise that any false statements could lead to the rejection of my application to become a ISBL Fellow.

I confirm that, if my application is successful, I will comply with the ISBL Code of Ethics. I confirm that I have not been disqualified as a trustee or governor nor found complicit in any proven malpractice.

Please delete as appropriate:

My school has/has not received an ESFA malpractice investigation or a qualified audit report.

Name:

Date:

Section 4: Checklist

Before sending in your application form please check the following:

- Have you completed each section of the application form, referring to the Application guidance to make sure that you meet our Requirements?
- Have you as a attached the following evidence with your application form?
 - ✓ **A copy of your job description(s)**
 - ✓ **Your career summary or CV**
 - ✓ **A copy of your qualification certificate(s)**
 - ✓ **A personal development plan.**
- Have you read and signed in the Declaration and Requirement 6 box above?

Monitoring Equality and Diversity

As part of our monitoring, we wish to collect the following equality and diversity information from anyone applying to become a ISBL Fellow.

We will separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Please provide details about yourself by ticking the relevant boxes.

Gender

Male Female

Disability. The Disability Discrimination Act defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.'

Do you consider you have a disability under this definition? Yes No

How would you describe your ethnic background? This allows NASBM to monitor diversity of ethnic backgrounds amongst our members.

White:

English	<input type="checkbox"/>
Welsh	<input type="checkbox"/>
Scottish	<input type="checkbox"/>
Northern Irish	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>
Other White background	<input type="checkbox"/>

Asian/ Asian British:

Indian	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

Black/ African/ Caribbean/ Black British:

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black/ African/ Caribbean background	<input type="checkbox"/>

Mixed/ multiple ethnic groups:

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

Any other ethnic group

Prefer not to say

Please say
which

Relationship status

Divorced or my civil partnership has
ended

Single

Married or in a civil partnership

Prefer not to say

Widow or widower

How would you describe your sexual orientation?

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Prefer not to say

Other

How would you describe your religion and belief?

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

No religion

Prefer not to say