



DFC/App Brd Gov/Sept 2010

1st October 2010

Dear applicant

APPLICATION FOR MEMBERSHIP OF THE CORPORATION

Thank you for your recent enquiry about joining the governing body of City College Birmingham. I enclose an application form together with notes for guidance which gives details of the duties of a Governor, personal qualities looked for, eligibility requirements and instructions for making an application.

The Corporation makes appointments after the Search and Governance Committee submits recommendations.

The process of consideration can be lengthy. You may be invited for an initial interview with the Search and Governance Committee and you may be asked to attend for a second interview, if this is felt necessary. The Search and Governance Committee will then decide which names are to be put forward to the Corporation.

The number of candidates for appointment may exceed the number of vacancies and it may be the case that although personally suitable, you cannot be recommended for immediate appointment, either because there are no vacancies or there is an over-riding need for the Corporation to ensure that its composition broadly reflects the community it serves in terms of age, gender, geographical spread, experience, etc. Achieving a balance is, however, a secondary consideration to the most important requirement, which is that a candidate must be personally suitable for appointment.

The proceedings of the Search and Governance Committee are conducted **in the strictest confidence**. No information given to, or obtained by, the Committee is used for any purpose other than the consideration of candidates for appointment as Governors. The process itself is, however, not confidential and there is no reason why candidates should not mention to those known to them the fact that they have applied. It is certainly proper to discuss your candidature with your referees and, if you are in employment, your line manager.

Criminal Records Bureau

All appointments are subject to clearance by the Criminal Records Bureau.

Expenses

Governors are not paid for carrying out their duties, but may claim expenses, within specified limits, for travelling and subsistence associated with attendance at meetings, training events and conferences.

Conclusion

I should be happy to expand on any of the matters raised in this letter. Should you decide to apply to join the Corporation you are asked to complete the enclosed application form and return it to me at the address stated at the head of this letter. A curriculum vitae may be submitted in addition to a completed application. References will be taken-up if your application is to be considered.

If you wish to be considered for appointment please return your completed application form to me as soon as possible.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Debbie Cole', with a long horizontal flourish extending to the right.

Debbie Cole
Clerk to the Corporation

APPLICATION FOR APPOINTMENT TO THE CORPORATION

NOTES FOR GUIDANCE



Before completing the application form you must read these notes carefully.

THE APPOINTMENT OF GOVERNORS

In England, governing bodies of further education colleges have the power to appoint and re-appoint Governors. There are exceptional circumstances where the Secretary of State for education and the Learning and Skills Council ("the LSC") may appoint Governors, but normally appointments are made by governing bodies themselves.

For appointments to the Corporation of City College Birmingham, candidates are recommended to the Corporation by the Search and Governance Committee. The Search and Governance Committee is a formally constituted body of the Corporation and is tasked with identifying possible new Governors for consideration by the Corporation. The Committee also advises the Corporation on the re-appointment of Governors.

The Search and Governance Committee will consider a candidate's personal suitability for appointment regardless of ethnic origin, gender, marital status, sexual orientation, political affiliation, religion or subject to the physical requirements of the office, disability. In general, no formal qualifications are required as the range and depth of experience and skills is more important. The Search and Governance Committee does, however, operate according to a profile of skills and knowledge (Appendix 2) to fill specific vacancies, although these are generally not prerequisites. In making recommendations to the Corporation, the Search and Governance Committee will not only consider the personal suitability of candidates, but also the number of vacancies, the balance of skills and expertise on the Corporation and the need to ensure that the composition of the Corporation broadly reflects the community that the College serves.

In deciding whether to re-appoint an existing Governor whose term of appointment is coming to an end, the Committee will evaluate both the contribution of the Governor and their attendance record.

THE DUTIES OF A GOVERNOR

Each Governor is expected to: -

- **undertake a fair share of the work of the Corporation;**
- **act as an ambassador for the College;**
- **attend every meeting of the Corporation and join at least one committee.**

The above equates to an approximate time commitment of 4 - 6 hours per month.

Corporation and Committee meetings are held at 5.30 p.m., Monday - Thursday evenings. A calendar of meetings for this academic year is attached for your information. An annual calendar of meetings is published before the start of the college year, which starts on 1 August.

Initial appointments are for a 1 year term, which may be renewed to a maximum of 4 years.

Responsibilities

The Corporation operates under Instrument and Articles of Government issued by the Secretary of State.

Under the *Articles of Government* the Corporation is responsible for: -

1. the determination of the educational character and mission of the College and for oversight of its activities;
2. the effective and efficient use of resources, the solvency of the College and the Corporation and for safeguarding their assets;
3. approving annual estimates of income and expenditure;
4. the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of Senior Post Holders and the Clerk to the Corporation;
5. setting a framework for the pay and conditions of service of all other staff; and
6. Approving a Quality Strategy.

The Corporation is assisted in the discharge of its work by a Principal and by a Clerk. The Corporation is responsible for establishing the pay and conditions of service for both post holders, as well as other designated senior post holders.

Code of Conduct

Governors are expected to abide by the *Code of Conduct* for Governors, which sets out requirements for the standards of conduct expected of Governors, to enable them to understand their legal duties and to assist them both in carrying out their duties and in their relationship with the Corporation and the Principal. The Code is aimed at promoting effective and well-informed college governance.

The Code also includes the seven principles of public life set out in the second report of the *Nolan Committee on Standards in Public Life*, which recommends that governing bodies act with: -

- Selflessness** - taking decisions solely in terms of the public interest.
- Integrity** - acting without obligation or influence to outside individuals/organisations.
- Objectivity** - taking decisions on merit.
- Accountability** - being accountable for decisions and subsequent public scrutiny.
- Openness** - being as open as possible and giving reasons for decisions.
- Honesty** - declaring private interests and avoiding conflicts of interest.
- Leadership** - promoting and supporting principles by leadership and example.

The Corporation operates a Register of Interests, which all Governors are required to complete. In completing the Register, Governors are invited to register all business interests, financial or otherwise. The Register is open to public inspection.

Governors nominated by particular groups should not speak or vote at meetings as if delegated by the group they represent. No Governor is to be bound by a mandate given to him or her. Members are required to take a view on each matter before them and reach a decision based on the merits of the issue. There is collective responsibility amongst Governors for decisions taken by the Corporation.

Communications

Relationship with College Staff

The most sensitive part of the work of a governor is achieving the right balance in communications with staff and managers in the College.

The Corporation is the employer of all staff in the College, but does not direct the work of staff, other than designated senior post holders. The management of staff in the College is the responsibility of the Principal and the Senior Management Team (SMT).

The function of the Corporation is to provide overall strategic direction, involving strategic planning, objective setting and appropriate delegation. The Principal and the SMT are responsible for achieving the objectives and strategies by the day-to-day management of the staff in the College.

Governors should strive to establish a constructive working relationship with the Principal and members of the SMT and all concerned should aspire to be mutually supportive, while maintaining a professional relationship at all times.

Training

Newly appointed Governors are invited to undergo induction training. The aim of the induction training is to help new members understand their duties, obtain sufficient knowledge of the College and acquire a working knowledge of the policies and procedures employed by the Corporation.

Allowances

Governors are not paid for carrying out their duties. Governors may claim expenses, within specified limits, for travelling and subsistence associated with attendance at meetings, training events and conferences.

PERSONAL QUALITIES OF A GOVERNOR

Candidates nominated for appointment or re-appointment to the Corporation should possess the following skills, qualifications and attributes: - *(Please see Appendix 3 – Governor Role Description and Person Specification)*

- Highest personal and professional ethics, values and integrity
- An inquiring and independent mind
- Practical wisdom and mature judgement
- Broad training and experience at the policy-making level in education, business, government or technology
- Expertise that is useful to the Corporation and complementary to the background and experience of other governors, so that an optimum balance of expertise among members of the Corporation can be achieved and maintained
- Willingness to devote the required amount of time to carrying out the duties, responsibilities and functions of being a governor
- Commitment to serve on the governing body over a period of years to develop knowledge about the College and its role in the community and make a contribution to its future development
- Participation and involvement in the life of the College outside of meetings as an ambassador for the Corporation

In addition, the Corporation has the following aims in selecting new Members: -

Aims:

- 1 To build a governing body which will continue to providing strategic advice and specialist input which will contribute to the continued successful development of the College.
- 2 To achieve a balance of Governors which continues to reflect the changing areas of activity of the College.
- 3 To ensure that the Corporation has a balanced membership from relevant professional groups to ensure that the Senior Management Team receives informed advice in specialist areas.
- 4 To achieve a balance of membership which reflects *and reaches out to* the communities served by the College. The Corporation would wish to benefit from a range of perspectives which will be enriched by drawing members from a diverse range of backgrounds.
- 5 To achieve a balance of governors which satisfies the legal requirements set out in the Instrument of Government.
- 6 To ensure that the Corporation reflects national concerns relating to the accountability of Public Sector organisations. This will currently involve considering the various findings of the Nolan and Neill committees on standards in public life.

Criteria for selecting Governors:

The following questions will be considered in selecting candidates: -

- 1 Does the individual bring appropriate and additional expertise to the Corporation?
- 2 Has the individual had exposure to situations which involve strategic decision making and resource allocation?
- 3 Does the individual have experience of the complexity of managing an organisation?
- 4 Is the individual prepared and able to give enough time to attend Corporation meetings, committees and additional events?
- 5 Does the individual have experience of contributing to committees?
- 6 Does the individual have an enthusiasm for Further Education?
- 7 Does the individual live or work in the Birmingham area?

- 8 Does the individual hold other roles which would bring useful knowledge to the Corporation and provide opportunities for the Corporation to influence local developments?
- 9 Does the individual have links with key partners?
- 10 The individual has not served previously with the Corporation.

Criteria for not selecting Governors:

Questions to be considered: -

- 1 Is the individual a member of staff or student of the College and not filling the role of student or staff nominee?
- 2 Is the individual a bankrupt?
- 3 Has the person been convicted of certain criminal convictions within the past five years and without option of a fine?
- 4 Does the profile of the individual fit the permitted balance of categories of governors as indicated in the Instrument and Articles.
- 5 Is the applicant a member of an organisation whose aims and objectives are not consistent with the College's duty to promote good race relations and oppose all forms of racism and discrimination?

The above is also detailed in the form of a person specification at Appendix 1.

ELIGIBILITY REQUIREMENTS

A person under the age of 18 may not be a Governor, unless as a Student Member. The Instrument of Government specifies certain other circumstances in which individuals are, or become ineligible for membership of the Corporation, which includes bankruptcy and/or certain criminal convictions within the past five years, and without the option of a fine.

POLITICAL AFFILIATIONS

Declarations of political affiliations which may conflict with the corporation's duty to promote good race relations

All applicants need to declare membership of or association with any organisation which may be perceived as promoting racially divisive policies or other policies which conflict with the College's duty to promote good race relations and oppose all forms of racism and discrimination.

Failure to disclose membership of such an organisation may mean your removal from the Corporation.

CRIMINAL RECORDS BUREAU

The College takes very seriously its duty to protect young people enrolled on courses at the College. Because of our obligations to protect learners on the College campuses, and particularly under 18 year olds, you are invited to disclose in the application details of any convictions (whether spent or not). Additionally you might be asked to complete a request for disclosure with the Criminal Records Bureau. This is part of the normal procedures for appointing people at the College.

PERSONAL LIABILITY OF GOVERNORS

In principle, Governors are not liable for the debts of the College. All Governors are covered under professional indemnity insurance purchased by the College. Personal liability is a complex area and further information on this will be provided for successful applicants at induction.

BEFORE MAKING AN APPLICATION

It is advisable to have visited the College at least once before making an application. The Clerk to the Corporation can advise you on when it is best to visit.

If you are employed, you must establish with your employer that you will be allowed to take reasonable time off work to undertake the duties of a Governor. Your employer or a representative should generally be one of your referees.

RELATED POLICIES, PROCEDURES AND BACKGROUND SOURCES OF INFORMATION

The following documents are available from the Clerk to the Corporation: -

- Code of Conduct for Governors
- Procedures for the Appointment and Re-appointment of Governors
- Standing Orders
- FEFC publication *Guide for College Governors*
- Instrument and Articles of Government for Further Education Colleges
- Further and Higher Education Act 1992

COMPLETING THE APPLICATION FORM

- If a question does not apply, please mark it N/A (not applicable). Do not leave the space blank or put a line through it.
- You must disclose any convictions, however minor, which are not regarded as being spent under the terms of the Rehabilitation of Offenders Act 1974. All police cautions must also be disclosed.

- Candidates are asked to answer the 'key' question on the application form:

'Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the College into disrepute, or call into question your integrity, authority or standing as a member of the Corporation?'

If you have any concerns about answering this question, you may, if you so wish, speak with the Clerk to the Corporation whose address and telephone number is shown below. It is stressed that the Corporation pays no regard to sexual orientation when making appointments. Sexual orientation or cohabitation with a partner of the same sex need not be disclosed in response to the 'key' question.

- Your application must be supported by two referees who have known you for at least three years. If you are employed, one referee should be your employer or a representative, even if you have worked for them for less than three years. No more than one of your referees may be a serving Governor.
- The completed application form should be sent to the Clerk to the Corporation, whose address is shown below: -

Debbie Cole
Clerk to the Corporation
City College Birmingham
Handsworth Campus
The Councilhouse
Soho Road
Handsworth
Birmingham
B21 9DP

APPENDIX 1

CRITERIA FOR SELECTING GOVERNORS – PERSON SPECIFICATION

	Essential (E)	Desirable (D)
1 Does the individual bring relevant expertise to the Corporation?	E	
2 Has the individual had exposure to situations which involve strategic decision making and resources allocation?	E	
3 Does the individual have experience of the complexity of managing an organisation?		D
4 Does the individual have experience of contributing to committees?		D
5 Is the individual prepared and able to give enough time to attend Corporation meetings, committees and additional events?	E	
6 Does the individual have an enthusiasm for the Further Education sector?		D
7 Does the individual live or work in the Birmingham or West Midlands areas?	E	
8 Does the individual hold other roles which would enable them to bring a wider perspective on national economic and social changes?		D
9 Does the individual have links with other organisations which might help the Corporation have an input into local developments?		D
10 The individual has not served previously with the Corporation		D

Other factors to be considered:

- 11 How does the individual relate to the statutory requirements regarding the balance of governors in different categories?
 - (a) Is the individual a full-time member of staff or student of the college, and not seeking to fill the role of student or staff nominee.
- 12 Would the individual be subject to disbarment from membership because of: -
 - (a) age
 - (b) undischarged bankruptcy
 - (c) criminal convictions or other information disclosed by the Criminal Record Bureau
- 13 Is the applicant a member of an organisation whose aims and objectives are not consistent with the College's duty to promote good race relations and oppose all forms of racism and discrimination?

Profile of Skills and Knowledge

Area of knowledge and expertise	Knowledge brought to the Corporation	Knowledge gained as a member of the Corporation	No special knowledge
Knowledge and expertise in strategic planning and monitoring.		N/A	
Knowledge and expertise in quality development within a business or public organisation.		N/A	
Knowledge and expertise of the training needs of employers.		N/A	
Knowledge and expertise in working with young people 16 – 20.		N/A	
Knowledge and expertise in planning or delivering the FE Curriculum.		N/A	
Knowledge and expertise in finance issues.		N/A	
Knowledge and expertise in equal opportunities issues.		N/A	
Knowledge and expertise in disabilities issues.		N/A	
Knowledge and expertise of local community issues.		N/A	
Knowledge and expertise in personnel issues.		N/A	
Knowledge and expertise in property/estates issues.		N/A	
Knowledge and expertise in legal issues.		N/A	

Area of knowledge and expertise	Knowledge brought to the Corporation	Knowledge gained as a member of the Corporation	No special knowledge
Knowledge and expertise in the public sector.		N/A	
Knowledge and expertise of auditing.		N/A	
Knowledge and expertise of corporate governance.		N/A	
Knowledge and expertise of performance management		N/A	
Knowledge and expertise of higher education.		N/A	
Knowledge and expertise of business planning.		N/A	
Knowledge and expertise of marketing, sales, public relations, market research.		N/A	
Knowledge and expertise of environmental or health and safety issues.		N/A	
Knowledge and expertise of information, learning and communication technology (ILCT).		N/A	
Knowledge of lobbying.		N/A	

City College Birmingham Corporation

Governor Role Description and Person Specification

Board member

This role description and person specification for an individual governor is made up from good practice used in other colleges and the Good Governance Practice Guide website.

It:

- sets out the key statutory roles and responsibilities of governors in FE
- outlines the purpose of the role in terms of checks and balances and accountability
- refers to the statutory conditions for eligibility
- provides information about the committee structure and how the Corporation operates
- looks at the skills a new governor might bring (both in terms of generic strategic skills and current skills gaps)
- provides an insight into activities outside the core role a governor might become involved in
- specifies the commitment the role requires.

Introduction

FE corporations were incorporated in 1993. An independent corporation is a separate legal entity.

The duties and role of a Corporation member largely resemble those of a non-executive director. There are fiduciary duties under common law, as well as statutory duties within the further education college sector. Duties relate to public accountability, the conduct of corporation business in an open manner and standards of public life.

Responsibilities include monitoring of the college's financial health, safeguarding assets, effective use of resources and academic performance. The Corporation has a major role to play in determining the educational ethos of the college, providing strategic leadership and focus, raising academic standards and setting moral and ethical standards.

The statutory duties include certain 'reserved' responsibilities which may not be delegated.

Other duties may be delegated to committees or the principal.

Potential members will be required to meet statutory eligibility criteria relating to bankruptcy and conviction, to undergo a Criminal Records Bureau (CRB) check, and

declare any financial and non-financial interests. The term of appointment is for a period of up to four years, then it is subject to review and potential renewal.

The underlying ethos of the regulations is collective decision-making. Once appointed, members may not represent mandates from organisations but must act in the best interests of the Corporation and abide by the majority decision.

There is a Corporation *Code of Conduct* based on *Nolan Principles and Standards in Public Life*, as well as a register of members' interests which is updated annually. The constitution is set out in the Corporation's *Standing Orders*.

The Corporation operates through a structure of committees and is supported and advised by the clerk to the corporation.

Governor - role description

Purpose of the role:

- The Corporation, led by the Chair, provides checks and balances to the operational executive team led by the principal (who is also a Corporation member).
- The Corporation is accountable for its stewardship of public funds to deliver a quality service and for the performance of its legal and statutory duties.
- Specific responsibilities are set out in the *Further Education Act 1992*, the *Learning and Skills Act 2000*, the *Revised Statutory Instrument and Articles of government* (Dec 2007), the Learning and Skills Council's (LSC) *Financial Memorandum* and *Audit Code of Practice*.
- The role of a governor is voluntary and unpaid, although external training and related travel are paid for.
- Appointment is for up to a period of four years initially. Once appointed, governors must not represent a nominating body or other mandate, and must act in the best interests of the Corporation and abide by the decision of the majority.

Responsible for:

- determination of educational character and ethos
- articulation of vision, values and strategic direction
- oversight and monitoring of college activities
- effective and efficient use of resources
- financial probity
- safeguarding assets
- approving annual estimates of income and expenditure and three year financial plan
- approving three year strategic plan and annual updates
- appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of the principal, designated senior post holders and the clerk
- setting framework for pay and conditions of service of all other staff
- agreeing retention and achievement targets, monitoring academic achievement and raising standards.

Key accountabilities to:

- the college's learners and other customers for quality of experience and outcome
- the government, LSC and public for the use of public funds
- the local community for a local resource
- college staff as their legal employer.

Key relationships:

- Chair of the Corporation
- other governors
- relevant Corporation Committees
- principal
- clerk to the corporation
- management team

Partnership between governance and management:

- Policy, oversight, financial probity and monitoring are the business of the Corporation.
- Management and administration are the business of the principal and management team.
- The Corporation and principal are a team and need to support each other and work closely together. A good working relationship between the Corporation, the principal and the clerk is essential to achieve corporate goals.

Eligibility:

- A person is not eligible to be a governor of an FE college if he or she has been declared bankrupt within the last three years or served a sentence for a conviction within the last five years, or been removed from office as a member of a FE corporation within the last ten years.
- Governors should not normally have a teaching role or be a student at the college unless they are appointed as staff or student members.
- Although not a statutory requirement, members are required to agree to Criminal Records Bureau (CRB) checks on appointment and on re-appointment. Visit the policy and legal section on www.fegovernance.org for more information on this.

Governor - person specification

Experience:

- While each member should bring skills and experience relevant to the work of the Corporation for fulfilling corporate statutory responsibilities and engaging in committee work, the role of the Corporation is strategic and enabling.
- The Corporation has four committees: Audit, Finance and General Purposes, Remuneration, and Search. In addition, Special Committee, appeals and selection panels, and time-defined working groups are convened, as required.
- Experience is required, for example in any of the areas of the *Skills Profile*.

Specific Current skills gaps are:

- Knowledge and expertise in quality development and continuous improvement within a business or public organisation
- Knowledge and expertise in the training needs of employers

Generic skills and abilities

Members should have:

- an interest in, and commitment to - education and training, teaching and learning
- strategic awareness
- a concern for sharing best practice
- vision and commitment
- the ability to share and work to common values
- critical listening and appraisal skills
- the ability to ask probing questions
- analytical and problem solving abilities
- the integrity to act without self-interest
- the ability to fit into collective decision-making in the best interests of the Corporation, college and FE system
- an awareness of standards in public life, public accountability and a determination to abide by them
- good communication skills.

Time commitment

The Corporation attendance target is 80%.

Individual members are expected to be able to:

- attend all Corporation meetings: nine formal board meetings per year, an Annual Residential meeting Friday afternoon, evening and Saturday morning, and the Annual Public Meeting
- read papers before meetings and maintain an awareness and understanding of the FE system
- ask questions, challenge assumptions and add value as part of a robust debate
- work in a supportive relationship between Corporation and management
- show an interest in the college by attending college events, such as the graduation ceremony and other events which celebrate student achievement
- make an annual declaration of eligibility and of interests which is held by the clerk in a register of interests and is made available to members of the public.

Induction, information and training

Involves:

- A copy of the statutory *Instrument and Articles of Government*: part of the governor handbook containing key documents.
- Use of Governance Good Practice Guide where necessary.
- Briefings by management and external facilitators on college and sector issues.
- Information updates from the clerk on governance and FE system issues.
- Annual residential review and strategic planning meeting.
- Opportunities to attend national conferences and external training.

Equality, diversity and inclusion

The Corporation is committed to equality of opportunity, diversity and inclusiveness for its staff, students, and members. In keeping with the diverse community served by the college for over 50 years, the Corporation is working towards diversity of membership in terms of age, gender, sexual orientation, ethnicity and disability.

Contact: Debbie Cole
Clerk to the Corporation
Tel: 0121 204 0185 or 07803 890827
Email: dcole@citycol.ac.uk

h. What source of information prompted you to make this application?

i. If you have ever been a member of a college governing body or made a previous application to be a member of the Corporation of City College Birmingham, please give details.

SECTION 2

a. Please give details of any work-related, professional or academic qualifications, and when and where they were obtained.

b. Are you: *Please tick one box.*

Employed

Self-employed

Not in paid employment

Retired

Other (*specify*)

c. (i) What is your present occupation? *If applicable.*

(ii) When did you start this occupation?

d. Name of employer's business (or own if self-employed), address, telephone number, and the name of a person to whom any correspondence regarding your application should be addressed. *If applicable.*

<p>e. Employment history since completing full-time education. Exclude current employment and start with the next most recent. <i>Please continue on a separate sheet and attach, if necessary</i></p>			
From	To	Occupation	Employer and Address
<p>f. If you or your employer has any current or intended contractual arrangements with the College for the supply of goods and/or services, please give details of the nature of the contract(s) and the value(s).</p>			
<p>g. Are you currently enrolled as a student of City College Birmingham? <i>If the answer is YES, please give details of the course and its duration.</i></p>			

SECTION 3

a. Name of spouse or partner

b. If your spouse or partner or their employer has any current or intended contractual arrangements with the College for the supply of goods and/or services, please give details of the nature of the contract(s) and the value(s).

c. Is your spouse or partner currently enrolled as a student of City College Birmingham? *If the answer is YES, please give details of the course and its duration.*

d. Please give the name of any relative, including a partner and their close relatives, who are Members of the Corporation or employees of City College Birmingham.
Please include details of past serving Governors and/or employees since 1993 giving details of their position held, dates of office or employment.

SECTION 4

a. Please give details of:

(i) Spare time and recreational interests and activities.

(ii) Memberships of organisations and clubs. *For example, religious groups, cultural organisations, sporting clubs, women's organisations, rotary or special interest groups. Please also indicate any position you hold.*

(iii) Voluntary Work. *Please indicate any position you hold and include membership of local authorities.*

(iv) Political Affiliations. *Please read the Notes for Guidance **before** completing this question.*

Having read the notes for guidance on political affiliations, do you need to declare membership or affiliation to any political party or organisation referred to?

Yes

No

If yes, please state which: -

b. Describe briefly in the space provided why you wish to become a member of the Corporation, having regard to the six key qualities that a Governor must possess, (good character, understanding and communication, social awareness, maturity and sound temperament, sound judgement, commitment and reliability) and any experience you have which may be relevant. Please continue on a separate sheet and attach, if necessary

c. Have you visited the College and when?

SECTION 5

a. Please give details of any criminal convictions that you have, whether spent or not under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet and attach, if necessary

Offence	Penalty or Order of the Court	Court	Date of Conviction

b. Please give details of any criminal or civil proceedings in which you are, or expect to be, a party.

c. Please give details of any police cautions to which you have been subject.

SECTION 6

*Please tick either **Yes** or **No**. You may be asked this question again, if you are called for an interview.*

Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the College into disrepute, or call into question your integrity, authority or standing as a member of the Corporation?

Yes

No

SECTION 7

Please give details of two people who are prepared to provide a written reference in support of your application. It is expected that a referee should have known you for at least three years.

Referee 1

Title *please circle one:* Mr Mrs Miss Ms Dr Other (*specify*)

Name:

Address:

Telephone Number:

Occupation:

Referee 2

Title *please circle one:* Mr Mrs Miss Ms Dr Other (*specify*)

Name:

Address:

Telephone Number:

Occupation:

Declaration

I have read the Notes for Guidance. If appointed, I will be able to carry out my fair share of duties described in the Application for Appointment Notes for Guidance and undertake the required training. The information, which I have given, is true and complete to the best of my knowledge and belief.

Signed _____ Date _____

3: PEOPLE WITH DISABILITIES

In accordance with the Disability Discrimination Act 1995 and good practice we are committed to providing people with disabilities an opportunity to compete fairly and to consider what adjustments might need to be made to enable them to carry out the role. The college is committed to fair selection practice, and in order to support you please answer the following questions.

Do you consider yourself to have a disability?
YES NO

In applying for the post, would the college need to make any adjustments in order to enable you to attend for interview?
YES NO

If yes, please give details:

.....
.....
.....

If offered a place on the Corporation, would the college need to make any adjustments to enable you to undertake your role?
YES NO

If yes, please give details:

.....
.....

4: ADVERTISEMENT

Please state where you saw this post advertised:

Jobs and Training Times Ed City Colleges Internet
Job Centre FEjobs TEN Publication

Other please specify

REHABILITATION OF OFFENDERS ACT 1974

Past cautions or convictions do not necessarily disqualify you from the post, but in the education sector all previous convictions must be declared even if it is 'spent'. Do you have a conviction **YES/NO**

Please list below details of any cautions or convictions against you giving date, type of offence, sentence/fine imposed etc.

Signature: Date:

