

<b>Confidential Governor Application</b>	 	<b>Applicant Number</b>  <i>Official Use Only</i>
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This form can returned as an attachment to an e-mail or by post. If you would like to receive the application form in a different format please contact the Clerk to the Corporation on 01484 652341 extension 4679

1. **Present employment** or last employment if you are currently unemployed.

<b>Name of Employer</b>
<b>Address</b>
<b>Job Title</b>
<b>Brief Description of Duties and Responsibilities</b>
<b>Date Appointed</b>
<b>Date Employment Ended (If applicable)</b>
<b>Reasons for Leaving (If applicable)</b>

2. **Previous employment** (Please include details of former employers and any voluntary or other work. Continue on a separate sheet if necessary.)

Please account for any period between leaving full time education and commencing employment and also periods of unemployment between appointments.

Date From	Date To	Employer Name & Address	Position Held & Main Duties	Reason for Leaving

### 3. Education and Qualifications

Date From	Date To	Name and Address of Institution (Schools, Colleges, Universities, including part-time)	Qualifications Gained (Subject, level and grade)	Date Awarded

### 4. Training

Details of Professional and Other Training Attended			
Organising Body	Course/Award (Including subjects covered)	Date From	Date To

**5. Membership of professional bodies**

Body (CIPD, IfL, CIMA etc.)	Grade/Class of Membership	Membership Number	Date Awarded

**6. Supporting Statement**

This section gives you an opportunity to provide further information to support your application. You may wish to include details about previous duties and responsibilities, training, experience and interests. There is no need to replicate information that may be covered in other sections of the application form, for example, qualifications.

**PLEASE CLEARLY NAME AND NUMBER ANY ADDITIONAL PAPERS ATTACHED.**

<p><b>What Skills and /or knowledge would you bring to the Corporation</b></p>    
<p><b>General Comments in support of your nomination (maximum 300 words)</b></p>       

**7. Other information**

If you are related to any member of staff at the College or to a member of the Corporation you should disclose that relationship in the space below, or state 'none' if not applicable. Failure to disclose such a relationship may lead to disqualification from appointment.

Name	Position	Relationship
<p><b>Please give details of any dates during the next six weeks when you would NOT be available for interview, in the space below.</b></p>		

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## 8. Data Protection Act 1998

The Data Protection Act 1998 applies. We will treat all information relating to your application in confidence. Should your application be successful the data on this form will be used for operational, managerial and associated purposes relevant to the role of Governor. The data will also be used to produce depersonalised statistics in connection with equal opportunities and recruitment monitoring. Some information may be disclosed to select third parties (e.g. DfE, ESFA and DBS.).

All information will be subject to strict security rules. Before your details can be processed the College asks that you sign the following consent clause:

“I agree to Huddersfield New College processing the personal data carried on this form, or other data the College may obtain from me or other people for reasons connected with my application and potential appointment as Governor.”

**Signed:**

**Date:**

For further information on how we process personal data, please read the Applicant Privacy Notice within the application pack.

## 9. Declaration

I declare that the information I have given in this application and in all other supporting papers is complete and correct to the best of my knowledge. I understand that any false declaration, misleading information or significant omission may disqualify me / lead to termination from appointment as Governor and/or possible referral to the Police. I consent to Huddersfield New College processing personal data contained in this form and have read the data protection statement above.

I declare that I am not disqualified from working with children, my name is not on the DBS Children’s Barred List or the DBS Adults’ Barred List and I am not subject to any sanctions imposed by a regulatory body.

I declare that the particulars given are correct and I have not withheld any fact that might unfavourably affect my application. I am aware that to withhold or falsify information could result in disciplinary action and termination of employment, or withdrawal of a conditional offer of employment.

By printing your name and emailing the form you will have certified that all information given is accurate.

**Signed:**

**Date:**

<b>Confidential – Equality and Diversity Monitoring Sheet</b>			<b>Governor Post</b>
			<b>Applicant Number</b>
			<i>Official Use Only</i>

Please complete all sections

The College wishes to secure genuine equality of opportunity throughout the institution in all aspects of its activities as an employer. The following information is required to enable the College to monitor the Equal Opportunities Policy and ensure its effectiveness. This data will be treated as confidential and will be used for monitoring purposes only.

- The information on this sheet will not be used in making any short-listing or appointment decisions: it will be separated from the application form and held in confidence by the Clerk.
- It is our aim to ensure that all prospective Governors are treated solely on grounds of merit, irrespective of any protected characteristic including Age, Gender and Gender Reassignment, Marital Status, Disability, Religion or Belief, Race, Sexual Orientation, and Pregnancy/Maternity.

<b>Surname</b>		<b>Title</b>
<b>Forename(s)</b>		<b>Preferred Forename</b>
<b>Name on Birth Certificate if Different (e.g. Maiden Name)</b>		<b>National Insurance Number</b>
<b>Date of Birth</b>		
<b>Address</b>		<b>Contact information (Please include area code):</b>
		Home:
		Mobile:
		Work:
		Email Address:
		<b>May we contact you at work?</b>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>My Sex Is:</b>		<b>Do you now present full or part-time in a gender role that differs from the gender assigned to you at birth?</b>
Female <input type="checkbox"/>	Male <input type="checkbox"/>	Yes <input type="checkbox"/>
Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	No <input type="checkbox"/>
		Prefer not to say <input type="checkbox"/>

Marital Status			
Married <input type="checkbox"/>	Divorced/dissolved Civil Partnership <input type="checkbox"/>	Separated <input type="checkbox"/>	Cohabiting <input type="checkbox"/>
Single <input type="checkbox"/>	In a Civil Partnership <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other (please specify):
Do you require a work permit?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Expiry Date:			
Do you have a disability?			
No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		Yes – learning difficulty <input type="checkbox"/>
Yes – physical impairment <input type="checkbox"/>	Yes but rather not say <input type="checkbox"/>		Yes – mental health <input type="checkbox"/>
Sexual Orientation			
(1) Heterosexual <input type="checkbox"/>	(2) Gay <input type="checkbox"/>	(3) Lesbian <input type="checkbox"/>	(4) Bisexual <input type="checkbox"/>
(8) Prefer not to say <input type="checkbox"/>	(9) Unknown <input type="checkbox"/>	Other (please specify):	
Religion			
Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
Jewish <input type="checkbox"/>	Hindu <input type="checkbox"/>	Atheist <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Agnostic <input type="checkbox"/>	No religion <input type="checkbox"/>	Other (please specify):	
Ethnicity			
(31) White – English/ Welsh/ Scottish/ Northern Irish/ British <input type="checkbox"/>	(38) Mixed/Multiple Ethnic Groups – Any Other <input type="checkbox"/>	(45) Black/African/Caribbean/Black British – Caribbean <input type="checkbox"/>	
(32) White – Irish <input type="checkbox"/>	(39) Asian/Asian British – Indian <input type="checkbox"/>	(46) Black/African/Caribbean/Black British – Any Other <input type="checkbox"/>	
(33) White – Gypsy or Irish Traveller <input type="checkbox"/>	(40) Asian/Asian British – Pakistani <input type="checkbox"/>	(47) Other Ethnic Group – Arab <input type="checkbox"/>	
(34) White – Any Other <input type="checkbox"/>	(41) Asian/Asian British – Bangladeshi <input type="checkbox"/>	(98) Other Ethnic Group – Any Other <input type="checkbox"/>	
(35) Mixed/Multiple Ethnic Groups – White and Black Caribbean <input type="checkbox"/>	(42) Asian/Asian British – Chinese <input type="checkbox"/>	(99) Not Known/Not Provided <input type="checkbox"/>	
(36) Mixed/Multiple Ethnic Groups – White and Black African <input type="checkbox"/>	(43) Asian/Asian British – Any Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
(37) Mixed/Multiple Ethnic Groups – White and Asian <input type="checkbox"/>	(44) Black/African/Caribbean/Black British – African <input type="checkbox"/>		

### Character References

Please give details of up to two people who are willing to provide a character reference (also known as a personal reference) of your personality and character. A character reference can be written by an employer or a family member, friend, mentor, or acquaintance. Please note however that your chosen referees should not be a relative. Your referees will be asked for information regarding your suitability for membership onto the Corporation and whether, on reading the role responsibilities, they would consider you capable of carrying out this post. If your application is short-listed any relevant issues arising from your references will be discussed with you prior to taking up any voluntary role.

	Reference 1 (required)	Reference 2 (optional)
<b>Name</b>		
<b>Address</b>		
<b>Telephone Number</b>		
<b>Email Address</b>		
<b>Capacity Known</b>		
<b>If you are selected for interview may we contact your referees before the interview?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Where did you see this position advertised?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### **Criminal Records and DBS Disclosure**

Huddersfield New College provides a service for young people and vulnerable adults and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to declare any prosecutions, cautions and/or convictions you may have, including those regarded as 'spent' under this Act. Failure to declare details of any criminal convictions may disqualify you from employment or result in disciplinary action including dismissal.

A Disclosure and Barring Service Enhanced Criminal Records Check will be required in the event of a successful application. Appointment to a post will be subject to you obtaining a DBS Check that is satisfactory to the College. A DBS Check will include details of cautions, reprimands and warnings as well as criminal convictions. Successful applicants will also be required to subscribe to the DBS Update Service and to maintain an annual subscription to this service.

**Do you have any criminal convictions?**      Yes       No

If 'yes' please supply full details to the Clerk in a sealed, supplementary letter.

Having read the above paragraph I certify that there are no convictions of which you should now be made aware.

**Signed:**

**Date:**