

**APPLICATION FORM - MEMBER OF THE GOVERNING BODY**

*(please complete in black ink)*

<b>1. Personal Details</b>	
Surname	Forenames
Address <i>(including postcode)</i> _____ _____	Date of Birth
	How long have you lived at your current address?
Tel No <i>(home)</i>	Tel No <i>(work)</i> <i>(mobile)</i>
Email address <i>(home)</i>	Email address <i>(work)</i>
<b>2. References</b> <i>Please give the names, addresses and telephone numbers of two people not related to you who may be approached for references, and state in what capacity they are known to you, eg employer, professional colleague, etc</i>	
<b>Referee 1</b> _____ _____ _____	<b>Referee 2</b> _____ _____ _____
<b>known to you in the capacity of:</b>	<b>known to you in the capacity of:</b>
May we approach this referee prior to interview? Yes/No	May we approach this referee prior to interview? Yes/No
<b>3. Qualifications held and membership of any professional organisations</b>	
<b>Qualification / Membership</b> _____ _____ _____ _____ _____	<b>Date awarded</b> _____ _____ _____ _____ _____

4. Employment or other relevant experience during the past five years <i>(including voluntary work)</i>					
Employer/organisation	Post held or description of duties undertaken	From	To	Full-time/ Part-Time	
5. Knowledge and Skills <i>Please rate yourself on each of the following aspects by ticking the appropriate box</i>		Professional Expertise and Skills		General Interest	
		High	Moderate	High	Moderate
Equal Opportunities					
Finance					
Audit					
Legal					
Property and Estates					
Personnel / Human Resources					
Marketing					
Governance / Trusteeship					
Education Management					
Strategic Planning					
Information and Communications Technology (ICT)					
Local Government					
Public Sector Management					
Local Voluntary Organisations					
Local Businesses					
Interpreting Management Information					
Quality Systems					
Risk Management / Health and Safety					
Media Relations					
Special Needs / Disabilities					
Widening Participation					
Further Education Policy Initiatives					
Post-16 Curriculum					
Working with Local Communities / Local Issues					
Any other not sufficiently covered above <i>(please state what)</i>					

**6. Eligibility for Membership of the Governing Body** *(delete the following responses as applicable)*

Have you ever been adjudged bankrupt or made a composition or arrangement with your creditors?	Yes / No
Have you ever been convicted of an offence and had a sentence of imprisonment (whether suspended or not) for not less than 3 months without the option of a fine imposed upon you?	Yes / No
The College routinely seeks clearance from the Criminal Records Bureau for all prospective appointments to the Governing Body and/or its Committees. Do you have any objection to such a search being carried out?	Yes / No
Do you consider that you have a disability?	Yes / No
If you have a disability please describe it	
If you are a Registered Disabled Person, please state your registration number	

**7. Supporting Statement (continue on a separate sheet if necessary):** *State here your experience, skills and training gained through paid employment, domestic responsibilities, voluntary or community work or study which you feel would be beneficial in fulfilling the role of a governor and your reasons for wishing to become a governor. You should include your experience, knowledge of and commitment to equal opportunities issues. Please give specific examples where possible.*

<b>8. Governing Body / Committee Meetings</b>	
The majority of Governing Body/Committee meetings are held in the evenings (5.00 pm for a 5.30 pm start for full Governing Body meetings; 5.15 pm for a 5.30 pm start for Committee meetings: is this likely to cause you any difficulties? If Yes, please advise the Clerk, to see if alternative arrangements can be made.	Yes / No
The College's Financial Regulations state that Governors shall have the appropriate Business Use cover as part of their motor insurance, since attendance at Governing Body/Committee meetings or other events will in most cases involve Governors using their own car. If you do not already have this cover, would you be prepared to amend your current motor insurance policy to include it?	Yes / No
<b>9. Ethnic Group</b>	
<i>This information is required in order to monitor the ethnic balance of the Corporation: please tick the appropriate box</i>	
<input type="checkbox"/> Asian or Asian British - Bangladeshi <input type="checkbox"/> Asian or Asian British - Pakistani <input type="checkbox"/> Black or Black British - African <input type="checkbox"/> Black or Black British - other Black background <input type="checkbox"/> Mixed or White Asian <input type="checkbox"/> Mixed - White or Black Caribbean <input type="checkbox"/> White British <input type="checkbox"/> Other White background If 'Other' please specify:	<input type="checkbox"/> Asian or Asian British - Indian <input type="checkbox"/> Asian or Asian British - other Asian background <input type="checkbox"/> Black or Black British - Caribbean <input type="checkbox"/> Chinese <input type="checkbox"/> Mixed - White or Black African <input type="checkbox"/> Other Mixed background <input type="checkbox"/> White Irish <input type="checkbox"/> Any other
<b>Signature</b>	<b>Date</b>

Please return this completed form to: John Charleton  
 Clerk to the Corporation  
 Stafford College  
 Earl Street  
 Stafford  
 ST16 2QR