# Member of the Governing Body of The Sheffield College

**Expression of Interest Form**

**Submission deadline: *currently open***

The information supplied will be treated by the College in confidence. The grounds for processing the personal data are to satisfy the Corporation’s legal obligations under the *Further and Higher Education Act 1992*; *Children Act 2004* and *Charities Act 2011* to ensure its governors are fit and proper people to act as trustees for a charity that provides education and training for children and vulnerable adults. Further information about how your personal data will be stored and used is in the [Privacy Notice](https://docs.google.com/document/d/1Go4T8z2miFI0aoa7I0KrWF0HjoVTlfiU0sj994c_L8g/edit?usp=sharing) for Governors and Directors of the Sheffield College and its subsidiary companies [4 Pages DOC].

Please use Microsoft Word or equivalent to complete the **unshaded** parts of the form, prior to emailing it as an attachment from your personal email address. We will treat your covering email as your signature, if you type your name in the "signature" field, followed by the words ‘sent by email’.

In case of difficulty contact Alison Shillito, Governance Advisor and Clerk to the Governing Body at [alison.shillito@sheffcol.ac.uk](mailto:alison.shillito@sheffcol.ac.uk) who will be glad to assist.

## Personal Details

|  |  |
| --- | --- |
| Title |  |
| Family name |  |
| Given name[s] |  |
| Home address (including postcode) |  |
| Contact number |  |
| Mobile number |  |
| Email address |  |

1. **Occupation Details**

|  |  |
| --- | --- |
| Work address (if any) |  |
| Work contact number (if any) |  |
| Work email address (if any) |  |
| Details of current employment (if you are employed) and any relevant paid/unpaid roles that you hold, in each case with approximate starting dates. |  |
| Previous position[s] (if you are not currently employed please provide details of recent previous occupations/roles that you believe are relevant to the role of Chair of Governors). |  |

## Qualifications, Directorships, and Memberships

|  |  |
| --- | --- |
| Academic/professional qualifications (if any) |  |
| Details of any Director appointments (please state organisation and dates) |  |
| Membership[s] of professional/trade associations (if any) |  |
| Membership[s] of any voluntary / community organisations (please state organisation[s] and dates) |  |

## Further information to support your Expression of Interest (this section not to exceed 2 sides of A4)

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| --- |
| 4a. Please provide details of the skills, background and experience which you feel equip you to be a College Governor, taking into account the information provided in the Call for Expressions of Interest. |
|  |
| 4b. Please summarise your main reasons for wanting to be a College Governor of The Sheffield College, taking into account the information provided in the Call for Expressions of Interest. |
|  |

## Referees

|  |  |
| --- | --- |
| Please provide the names and contact details for two people who you know would be happy for The Sheffield College to contact to provide a reference in support of your expression of interest. (The College will only do this if the selection panel of governors recommends you for appointment as a member of the Governing Body.) | |
|  |  |

1. **Declarations**

To ensure compliance with the Instrument and Articles of Government please delete the bold type as appropriate in each of the following four statements to confirm the truth of each statement.

I **am / am not** currently employed by or enrolled as a student at The Sheffield College.

I **have / have not** been adjudged bankrupt or made a composition or arrangement with my creditors.

I **have / have not** been convicted of any offence within the last 5 years and had a sentence of imprisonment passed (whether suspended or not) for a period of not less than 3 months without the option of a fine.

I **am / am not** disqualified from acting as a charity trustee under the Charities Act 2011.

|  |  |
| --- | --- |
| "Signature" |  |
| Date of completion |  |

Please return the completed form to [alison.shillito@sheffcol.ac.uk](mailto:alison.shillito@sheffcol.ac.uk) by email.