**Membership of the Governing Body of The Sheffield College**

**Governor Application Form**

**NOTE:** the search panel and the Governing Body will use **t**he information you provide to judge your suitability as a governor, with a particular emphasis on the contribution you will be able to make to the work of the Governing Body. The search panel will treat the information supplied in confidence.

Data Protection statement: 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 an exempt charity that provides education and training for children and vulnerable adults amongst others. Further information about how your personal data will be stored and used is in relevant sections of the college’s [Privacy Notice](https://www.sheffcol.ac.uk/media/editor/Public%20Documents/GDPR%20%26%20Privacy/Privacy%20Policy%20-%20College%20Staff.pdf). You should contact the Clerk to the Governing Body who will be glad to respond to your queries.

**INFORMATION USED BY THE CLERK FOR CORRESPONDENCE AND FINAL SELECTION**

1. **Title:**
2. **Family Name: Forename(s):**
3. **Home Address:**

1. **Home telephone, mobile phone number and email address:**

1. **Business Address:**

1. **Business telephone and email address:**

**INFORMATION SHARED WITH THE SEARCH PANEL FOR SHORTLISTING**

1. **Details of current employment (if you are employed) and of any relevant paid or unpaid roles that you hold, in each case with starting dates: [**We are interested in aspects such as name, size and role of organisation, including its turnover and staff establishment and the nature of your role(s)]
2. **Previous position(s):** (If not currently employed, please provide details of recent previous occupations or roles that are relevant to being a Governor)
3. **Professional Qualifications** (if any)**:**
4. **Membership of Professional/Trade Associations:**
5. **Other Director or Trustee appointments:** (Please state organisation and dates)
6. **Membership of Voluntary/Community Organisations:** (please state organisation and dates)
7. **Details of the skills, background and experience which you feel will be of benefit to the Governing Body / the college** particularly your suitability in relation to the governor core attributes, being committed, confident, strategic thinker, team player, creative, willing and able to learn and also to challenge, as appropriate
8. **Please summarise briefly your main reasons for wanting to become a governor of The Sheffield College, taking account of the call for expressions of interest:** (additional information can be provided on a continuing page)

**INFORMATION USED BY THE CLERK AND PANEL AFTER SELECTION TO CONFIRM SUITABILITY**

1. **Please provide the names and contact details of two people who may be contacted to provide a reference in support of your application.** This information will only be used to confirm suitability **after** a candidate has been selected for appointment

|  |  |
| --- | --- |
| **First referee** (name, in what capacity you know them and contact details) | **Second referee** (name, in what capacity you know them and contact details) |
|  |  |

1. **Please provide the names of any governors or senior staff of the college with whom you have an existing relationship - personal, professional or family.** (Please note, the Clerk will use this information to avoid conflicts on the search panel. The Clerk will contact any governor who has substantial direct knowledge of a candidate professionally to request their comments on that person’s suitability for appointment. This information will only be used to confirm suitability **after** a candidate has been selected for appointment).

**Declarations:** (To ensure compliance with the Instrument and Articles of Government please complete the following)

1 I am not currently employed by The Sheffield College

2 I have not been adjudged bankrupt or made an arrangement with my creditors;

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

**Signature\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*you may insert an electronic signature or type your name and “**signed by email**” and return the form from your email address.

**Please return the completed form by email as an PDF, DOC or DOCX to** [**alison.shillito@sheffcol.ac.uk**](mailto:alison.shillito@sheffcol.ac.uk) **by noon on Monday 8 November 2021.**

\*If you are not able to return the form by email call Alison Shillito, Clerk to the Governing Body on 0114 260 2696.