|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Governor**  Application Form  Confidential | | | | |  |
|  | | | | | |
|  | | | | | |
| **1. Personal details** | | | | |  |
| Preferred title Miss Mr Mrs Ms Other | | | |  | |
| Surname | | | | First name(s) | |
| Address | | | |  | |
| Town/city | | | | County | |
| Postcode | | | | Country (if not UK) | |
| Phone (home) | | | | Phone (work) | |
| Mobile | | | | Email | |
| **2. Employment and Education Details** | | | | | |
| Present Employment Status: | | | | | |
| Post Held: | | | Employer: | | |
| Date | from | to |  | | |
| Main responsibilities of your employment/occupation | | | | | |
|  | | | | | |
| Employment/occupation over the last ten years that you feel may be relevant to the role of a governor. | | | | | |
|  | | | | | |
| Professional education, training and qualifications | | | | | |
|  | | | | | |
| Any previous experience of being a governor or trustee | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Skills and Experience** | | | | | |
| Please provide details of any experience, skills, abilities and interests that you have that would help make you an effective governor. This may be from professional or voluntary work. | | | | | |
|  | | | | | |
| **4. Reasons for Applying** | | | | | |
|  | | | | | |
| **5. References**  Please note: When an offer of employment is accepted, references will be taken up with your present employer and previous employers. If you have only had one employer, please name someone of appropriate status who can give an opinion of your suitability for the post. If you have never worked, please name two persons of appropriate status. | | | | | |
| Current/most recent employer | | | Previous employer | | |
| Name of referee | | Name of referee | | | |
| Referee’s job title | | Referee’s job title | | | |
| Organisation name | | Organisation name | | | |
| Address | | Address | | | |
|  | |  | | | |
| Town/city | | Town/city | | | |
| County | Postcode | County | | | Postcode |
| Country (if not UK) | | Country (if not UK) | | | |
| Phone | | Phone | | | |
| Email | | Email | | | |
| **6. Disclosure of Criminal Record**  Your appointment will be subject to the completion of a Criminal Records Bureau check and the receipt of a satisfactory disclosure certificate by the college.  Please provide details of any criminal convictions, cautions, warnings or reprimands (including spent convictions). | | | | | |
|  | | | | | |
| **7. Signature and Declaration** | | | | | |
| I confirm that, having read Appendices B and C, I am willing to commit to the Nolan Principles of Public Life and that I am eligible to be considered for a position as a Governor of the College and certify that the information I have given on this form is true to the best of my knowledge and belief.  By signing you give your consent to West Thames College to record and process the information contained in this form. This information will be treated in confidence and only used in accordance with the Data Protection Act 1988.   * I do/do not consent to the publication of my personal profile on the College website * I do/do not consent to the use of my photograph for publicity purposes, local and national, as well as the World Wide Web and for any other purposes as West Thames College deem fit. * I do/do not consent to sharing my contact details with other members of the Corporation | | | | | |
| Your Signature | | | | Date | |

|  |  |
| --- | --- |
| **Appendix B – Nolan Principles** | |
|  | |
| 1. **Selflessness**   Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.   1. **Integrity**   Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.   1. **Objectivity**   In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefit, holders of public office should make choices on merit.   1. **Accountability**   Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office. | 1. **Openness**   Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.   1. **Honesty**   Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.   1. **Leadership**   Holders of public office should promote and support these principles by leadership and example. |
|  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Appendix C – Eligibility** | | | | | | | |
|  | | | | | | | |
| Persons ineligible to be members:   1. No one under the age of 18 years, except as a student member. 2. The Governance Professional. 3. A person who is a member of staff of the institution, except as a staff member or in the capacity of Principal. This does not apply to a student who is employed by the Corporation in connection with the student’s role as an officer of a students’ union. 4. Any member that has been adjudged bankrupt, or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986[[1]](#footnote-1), or any member has made a composition or arrangement with creditors, including an individual voluntary arrangement, unless: 5. That member has been discharged from bankruptcy, or the bankruptcy order has before then been annulled;   Or   1. The bankruptcy order is annulled; or 2. The bankruptcy restrictions order is rescinded as a result of an application under section 375 of the   Insolvency Act 1986, on the date so ordered by the court; or   1. The interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or 2. The bankruptcy restrictions undertaking is annulled, at the date of that annulment. 3. Debts have been paid in full, and in any other case it shall cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled. 4. Any person who: 5. Within the previous 5 years that person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or 6. Within the previous twenty years that person has been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or 7. Has at any time been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, of more than five years. 8. Has an unspent conviction for specified terrorism offences. 9. Has an unspent conviction for money laundering. 10. Has an unspent conviction for specified bribery offences. 11. Has an unspent conviction of contravening a Charity Commission Order or Direction. 12. Has an unspent conviction for offences of misconduct in public office, perjury or perverting the course of justice. 13. Has an unspent conviction for aiding or abetting the above offences. 14. Being on the sex offenders register. 15. Has an unspent sanction for contempt of Court. 16. Disobeying a Commission Order. 17. Being a designated person under specific anti-terrorist legislation.   **‘Fit and proper person’ tests**  Even if eligible to serve as a company director and charity trustee, an individual may not be considered by the Governing Body or by regulators to be a fit and proper person. A fit and proper person is someone who:   1. is of good character; 2. has the qualifications, competence, skills and experience that are necessary for the role; 3. is able by reason of health, after reasonable adjustments are made, to perform the duties of a governor; and 4. has not been responsible for, been privy to, contributed to, or facilitated, any serious misconduct or mismanagement (whether unlawful or not) in this or her employment or in the conduct of any entity with which he or she is or has been associated.   In judging whether a serving or prospective governor is a fit and proper person, the Governing Body will take account of the Guidance issued by HMRC and the Regulatory Advice issued by the Office for Students (OfS).  The HMRC Guidance, which the Charity Commission follows, states that an individual might be considered not to be a fit and proper person if he or she:   * Has been involved in tax fraud. * Has been involved in other fraudulent behaviour including misrepresentation and/or identity theft. * Is known by HMRC to have involvement in attacks against, or abuse of, tax repayment systems. * Has been removed from acting as a charity trustee by a charity regulator or been disqualified from acting as a charity trustee or company director. * Has used arrangements notified under the Disclosure of Tax Avoidance Schemes (DOTAS) rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the arrangements featured charitable reliefs or which used a charity, and their tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final. * Has used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) and such counteraction has become final. * Has been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and is: * a promoter named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014 * a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final * a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.   The OfS (Section 100 of the Regulatory Advice) lists the following indicators that a person may not be a fit and proper person:   1. Disqualification from acting as a company director, or from acting as a charity trustee, as set out in the Company Directors Disqualification Act 1986 or the Charities Act 2011. 2. Conviction of a criminal offence anywhere in the world. 3. Subject of any adverse finding in civil proceedings, where relevant, including but not limited to bankruptcy or equivalent proceedings (in the last three years). 4. Subject of any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies. 5. Involvement in any abuse of the tax systems. 6. Involvement with any entity that has been refused registration to carry out a trade or has had that registration terminated. 7. Involvement in a business that has gone into insolvency, liquidation or administration while the person has been connected with that organisation or within one year of that connection. 8. Dismissal from a position of trust or similar. 9. Involvement with a higher education provider that has had its registration refused or revoked by the OfS or has had similar action taken against it by another regulator (this includes, but is not limited to, serving on a board/governing body, having voting rights, being a significant shareholder/owner, serving in a senior position, etc.). | | | | | | | |
| **Equal Opportunities** | | | | | |  | |
| Monitoring | | **West Thames College is committed to equality of opportunity.**  Please complete this form to help us check that we are attracting and recruiting applicants on merit, reflecting all sections of the community. This confidential information will be used for statistical purposes only and will not be shown to the selection panel. | | | | | |
|  | | | | | | | |
| Name | | | | | | | |
| Role applied for | | | | | | | |
| **a. Disability** | | | | | **d. Ethnicity**  Please tick the box which best describes your ethnic origin.  Asian or Asian British – Bangladeshi  Asian or Asian British – Indian  Asian or Asian British – Pakistani  Asian or Asian British – any other Asian background  Black or Black British – African  Black or Black British – Caribbean  Black or Black British – any other Black background  Chinese  Mixed – White and Asian  Mixed – White and Black African  Mixed – White and Black Caribbean  Mixed – any other mixed background  White – British  White – Irish  White – other  White – other European  Prefer not to say  Any other  Not known/not provided | | |
| Do you consider yourself to have a disability?  yes no | | | | |
| If yes, which of the following best describes your disability? | | | | |
| 1. Sensory impairment, eg hearing or visual (NOT including wearing glasses or contact lenses) | | | | |
| 2. Co-ordination, dexterity or mobility | | | | |
| 3. Learning difficulty, such as dyslexia | | | | |
| 4. Other hidden (eg diabetes, epilepsy) physical or medical condition – please specify: | | | | |
|  | | | | |
| Please specify any assistance you need at interview, for example signing or wheelchair access: | | | | |
|  | | | | |
| **b. Gender** | | | | |
| Male  Female | | | | |
| **c. Age** | | | | |
| What is your date of birth? | | | | |
|  | | |  | | |  | |
|  | | |  | | |  | |
|  | | | | | | | |
|  |  | | |  | | |  |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |

1. [↑](#footnote-ref-1)