APPLICATION FOR APPOINTMENT TO
THE CORPORATION OF SOUTH LEICESTERSHIRE COLLEGE

Before completing this form please read the Notes for Guidance carefully.
This form may be photocopied when it reaches the College and it would therefore be helpful if you could please complete it in **black** ink.

PERSONAL DETAILS	
a.	**Title** Mr Mrs Miss Ms Dr Other (*specify*) *Please circle one.*
b.	**Surname**
c.	**First Name**
d.	**Home Address** Telephone Number Mobile Phone Number E-mail address
e.	**Address for correspondence** (*if different from above*) Telephone Number E-mail address
f.	**What is your present profession/occupation? If retired please state "Retired" followed by your former profession/occupation.**

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g.	**Describe briefly why you wish to become a Governor at South Leicestershire College.**
h.	**Have you visited the College and when?**
i.	**If you have ever been a member of a college governing body or made a previous application to be a member of the Corporation of South Leicestershire College, please give details.**
j.	**Please give the name of any relative, including spouse, partner and their close relatives, who are Members of the Corporation or employees of South Leicestershire College.** *Please include details of past serving Governors and/or employees since 1993 giving details of their position held, dates of office or employment where possible.*
k.	**Are you an employee, or a student, at South Leicestershire College? If 'Yes' please give details.**

SKILLS
This section of the application form has been designed to capture information about you and your experience that will assist the Search Committee in matching your skills and expertise with the current skills base of the governing body. Please tick the following boxes which best reflect your abilities and experience in each area.

	key area of expertise used regularly in own profession/job	significant area of expertise used regularly in own profession/job	detailed working knowledge used regularly in own profession/job	some working knowledge used periodically in own profession/job	little or no knowledge and/or experience
SETTING STRATEGY					
Broad Business Experience	☐	☐	☐	☐	☐
Collaborative Partnerships	☐	☐	☐	☐	☐
Community Involvement	☐	☐	☐	☐	☐
Corporate and Strategic Management	☐	☐	☐	☐	☐
QUALITY IMPROVEMENT					
Quality Assurance Systems	☐	☐	☐	☐	☐
Education – further/higher/schools	☐	☐	☐	☐	☐
Students/customers	☐	☐	☐	☐	☐
Target Setting and performance monitoring	☐	☐	☐	☐	☐
BUDGETS AND FINANCIAL PLANNING					
Finance and Financial Planning	☐	☐	☐	☐	☐
Economic Planning	☐	☐	☐	☐	☐
Estates/Property	☐	☐	☐	☐	☐
Small and Medium Sized Enterprise	☐	☐	☐	☐	☐
HUMAN RESOURCES/EMPLOYMENT					
Personnel/Human Resources	☐	☐	☐	☐	☐

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Appointing/Appraising Senior Staff	☐	☐	☐	☐	☐
Workforce Planning	☐	☐	☐	☐	☐
Workforce Development	☐	☐	☐	☐	☐
OTHER SKILLS					
Change Management	☐	☐	☐	☐	☐
Equality and Diversity	☐	☐	☐	☐	☐
Marketing	☐	☐	☐	☐	☐
Communications	☐	☐	☐	☐	☐
IT	☐	☐	☐	☐	☐
Inter Personal Skills	☐	☐	☐	☐	☐

Please indicate any voluntary or community role with which you are associated					
☐	**Community groups and associations**	☐	**Magistrate**	☐	**Youth work**
☐	**Community languages**	☐	**Offenders/ex-offenders**		
☐	**Disabled and mental health groups**	☐	**Performing arts/theatre**		
☐	**Faith work, church or other religious group**	☐	**Refugees/asylum seekers**		
☐	**HE/University governor**	☐	**School or college governor**		
☐	**Local elected councillor**	☐	**Trade union**		
Other (please specify)					

Please indicate any voluntary or community role with which you are associated

DECLARED INTERESTS, CONVICTIONS AND ANY CIVIL MATTERS
a. Does your employer (or 'you' if self-employed or former employer if you are 'retired') have any current or intended contractual arrangements with the College for the supply of goods and/or services that you are aware of? If so, please give details of the nature of the contract(s) and the value(s).

b. Please give details of any criminal convictions that you have, whether spent or not under the Rehabilitation of Offenders Act 1974. (Please note that it is standard procedure for all Governors, and applicants, to complete a request for disclosure with the Criminal Records Bureau).

Please continue on a separate sheet and attach, if necessary.

Offence	Penalty or Order of the Court	Court	Date of Conviction

b. Please give details of any criminal or civil proceedings in which you are, or expect to be, a party.

c.	**Please give details of any police cautions to which you have been subject.**
d.	**Have you ever been declared bankrupt on, or entered into a voluntary arrangement with creditors? If 'Yes' please give details.**
e.	**Have you ever been a director of a company which has been placed into liquidation or administration? If 'Yes' please give details.**
f.	**Are you a member of any political organisation whose aims and objectives are not consistent with the College's duty to promote good race relations and to oppose all forms of racial or other discrimination? If 'Yes' please give details.**

REFERENCES
Please give details of two people who are prepared to provide a written reference in support of your application. It is expected that a referee should have known you for at least three years.
Referee 1
Title *please circle one*: Mr Mrs Miss Ms Dr Other (*specify*)
Name:
Address:
Email address (if we may use such address)
Telephone Number:
Occupation:

Referee 2
Title *please circle one*: Mr Mrs Miss Ms Dr Other (*specify*)
Name:
Address:
Email address (if we may use such address)
Telephone Number:
Occupation:

DECLARATIONS		
*Please tick either **Yes** or **No**. You may be asked this question again, if you are called for an interview.* Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the College into disrepute, or call into question your integrity, authority or standing as a member of the Corporation?		
Yes ☐	No ☐	

I have read the Notes for Guidance. If appointed, I will be able to carry out my fair share of duties described in the Application for Appointment Notes for Guidance and undertake the required training. The information, which I have given, is true and complete to the best of my knowledge and belief.

Signed _____ Date _____

The completed application form should be sent to: -

Clerk to the Corporation
South Leicestershire College
South Wigston Campus
Blaby Road
South Wigston
Leicestershire, LE18 4PH

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