**GOVERNOR APPLICATION FORM**

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| **PERSONAL DETAILS:** | |
| **Title:** |  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Home Address:** |  |
| **Telephone Number:** |  |
| **Mobile Phone Number:** |  |
| **Email Address:** |  |
| **Address for correspondence (if different from above):** |  |
| **Please give a summary overview of your current role/responsibilities:** | |
| **Please describe briefly why you wish to become a Governor of the Hull College Corporation:** | |
| **If you have ever been a Governor, Trustee or Non-Executive Director or made a previous application to be a member of the Corporation of Hull College, please give details:** | |
| **Please give the name of any relative, including spouse, partner and their close relatives, who are Members of the Corporation or past or current employees of Hull College**: | |
| **Do you have any other previous experience in the education sector? If so, please provide a summary:** | |
| **Full training and development is provided to our Governors but it is useful to know your aspirations when we consider your application. As such, what roles might you be interested in on the Board:**  **Corporation Chair** – YES/NO  **Corporation Vice Chair** – YES/NO  **Committee Chair** – YES/NO  **Committee Vice Chair** – YES/NO  **Working Groups established for a special purpose (e.g. the Estates Working Group overseeing our proposed redevelopment of the College estate)** – YES/NO | |

**SKILLS AUDIT**

The Corporation of Hull College is committed to ensuring that the collective profile of skills, experience and attributes of Governors is appropriate to enable it to discharge its responsibilities competently. The skills audit enables the Governing Body to explore the skills and knowledge base of potential candidates as well as ensuring equality and diversity of the Board matches that of our local community. The information obtained will be of use in the recruitment process, and thereafter in organising committees, delegating specific tasks and helping to identify future training and information needs.

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| **Equality Monitoring**  **Please tick against the information which is applicable to you**. | | | |
| **AGE** | **√** | **EDUCATIONAL QUALIFICATIONS** | **√** |
| <18 |  | GCE A Levels or equivalent |  |
| 18-24 |  | Degree or equivalent |  |
| 25-34 |  | Post Graduate Certificate/Diploma |  |
| 35-44 |  | Professional Qualifications |  |
| 45-54 |  |
| 55-64 |  | Teaching Qualification |  |
| 65-74 |  | **ETHNIC BACKGROUND** | **√** |
| 75+ |  | White |  |
| **GENDER** | **√** | Asian or Asian British |  |
| Female |  | Black or Black British |  |
| Male |  | Chinese or Chinese British |  |
| **DISABILITY** | **√** | Mixed |  |
| Yes |  | Other (Please specify) |  |
| No |  |  |  |
| Registered Disabled |  |  |  |
| **EMPLOYMENT STATUS** | **√** |  |  |
| Private Sector Employment |  |  |  |
| Public Sector Employment |  |  |  |
| Retired |  |  |  |
| Self-Employment |  |  |  |

**You are asked to grade yourself against the following criteria based on your ability to fulfil the role of governor and not as an expert in the field.**

* **minimal or no experience**
* **working knowledge/experience**
* **good knowledge/experience**
* **high level knowledge/experience**

**Please place a 1 in the grading that best fits your skill level in each area**

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| **The determination and periodic review of the educational character and mission of the institution and the oversight of its activities** | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Strategic planning at board level or equivalent |  |  |  |  |
| Working in a commercial environment including planning responsibilities |  |  |  |  |
| Working in collaborative partnerships |  |  |  |  |
| Working with local community organisations |  |  |  |  |
| Minority communities locally or nationally |  |  |  |  |
| Local, regional and national authorities |  |  |  |  |
| Working with young people aged between 14 and 19 |  |  |  |  |
| Working with learners over the age of 19 in an educational or training environment |  |  |  |  |
| Curriculum development and monitoring |  |  |  |  |
| Digital and information technologies |  |  |  |  |
| Implementing equality and diversity policies and good practice |  |  |  |  |
| Legal knowledge |  |  |  |  |
| Please indicate here any particular fields of legal expertise you have eg employment law, estates, equality, education, child protection or social care |  | | | |
| **Approving the quality strategy of the college** | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Developing a quality strategy |  |  |  |  |
| Monitoring performance and the achievement of planned outcomes |  |  |  |  |
| **Approving annual estimates of income and expenditure and effective and efficient use of resources, solvency of the college and safeguarding of its assets** | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Accountancy and financial matters |  |  |  |  |
| Developing financial and strategic planning |  |  |  |  |
| Educational and public funding |  |  |  |  |
| Audit |  |  |  |  |
| Estates and property |  |  |  |  |
| Capital building projects |  |  |  |  |
| Risk management |  |  |  |  |
| **Setting and monitoring a framework for the pay and conditions of service for staff** | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Working with human resource issues at a senior level |  |  |  |  |
| Working with trade unions or staff organisations |  |  |  |  |
| Change management |  |  |  |  |
| Strategy building and execution | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Knowledge and/or experience in designing and/or delivering a corporate strategy which incorporates the corporation’s vision and goals with a clear model for implementation. |  |  |  |  |
| Knowledge and/or experience in leading organisational change and embedding the culture and values throughout the organisation. |  |  |  |  |
| Finance (oversight and control) | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Knowledge and/or experience of ensuring the solvency of an organisation by interpreting and questioning financial reports; reviewing financial performance; and protecting the organisation from fraud and theft |  |  |  |  |
| Knowledge and/or experience of financial planning: budgeting, monitoring and compliance |  |  |  |  |
| Corporate leadership / Governance | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Knowledge and/or experience of ensuring compliance with sector regulations as outlined in relevant codes, governance guidance and accountability |  |  |  |  |
| Knowledge and/or assessing and directing a board’s risk appetite to generate sustainable growth and/or improvement of outcomes |  |  |  |  |
| Strategic thinking | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Ability to think in a way which generates or contributes to ideas, options, plans or solutions by synthesising a range of different levels and types of information. |  |  |  |  |
| Ability to appropriately weight short, medium and long-term factors; and consider past corporate experience alongside the future possibilities |  |  |  |  |
| Analysis and Synthesis | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Ability to interpret and break down information into its component parts (analysis) and to understand and communicate how they work together (synthesis) |  |  |  |  |
| Ability to evaluate reports, strategies, ideas or other types of information to contribute to the decision-making process |  |  |  |  |
| Communication | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Ability to deploy as appropriate some or all of the components of effective communication (effective listening, clear purpose, tailoring to audience, clarity and conciseness) to develop and improve stakeholder relationships in line with organisational objectives |  |  |  |  |
| Independence | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Achieve outcomes by making contributions based on individual experiences/knowledge and a systematic approach to the evaluation of information from that perspective |  |  |  |  |
| Willingness to provide challenge, seek clarity, avoid ‘groupthink’, and to question assumptions |  |  |  |  |
| Curiosity | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Drive to seek out answers to questions that may stimulate innovation and new approaches to meet objectives |  |  |  |  |
| Ability to use questions as a tool to achieve clarity around key concerns and generate solutions that support organisational objectives |  |  |  |  |
| Ethics | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| Commitment to the 7 ‘Nolan’ principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and to demonstrate them when dealing with challenging situations |  |  |  |  |
| Operate in line with the AoC code of good governance (or other relevant governance code) and ensure than the board does so |  |  |  |  |
| Mission Focused | **Minimal or no experience** | **Working knowledge/ experience** | **Good knowledge/ experience** | **High level knowledge/ experience** |
| A demonstrable drive to meet organisational objectives and to ensure that activities such as meeting contributions, relationship-building and events (formal and informal) are aimed at accomplishing the mission |  |  |  |  |
| Please list here any skills or attributes not listed elsewhere you feel may be relevant to the role of Governor: |  | | | |

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| DECLARED INTERESTS, CONVICTIONS AND ANY CIVIL MATTERS | | | |
| **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 Disclosure and Barring Service).** | | | |
| Offence | Penalty or Order of the Court | Court | Date of Conviction |
|  |  |  |  |
| **Please give details of any criminal or civil proceedings in which you are, or expect to be, a party:** | | | |
| **Please give details of any police cautions to which you have been subject:** | | | |
| **Have you ever been declared bankrupt on, or entered into a voluntary arrangement with creditors?**  If ’Yes’ please give details. | | | |
| **Have you ever been a director of a company which has been placed into liquidation or administration?** If ’Yes’ please give details. | | | |
| **Are you a member of any organisation whose aims and objectives are not consistent with the College's duty to promote good race relations and to oppose all forms of discrimination?** If ’Yes’ please give details. | | | |
| **REFERENCES** | | | |
| Please provide details of two referees:  If successful in your application you will be asked give details of two people who are prepared to provide a written reference in support of your application. It is expected that these referees should have known you for at least three years. | | | |
| **DECLARATIONS** | | | |
| I confirm there is nothing in my private or working life (past or present) or to my knowledge in that of any member of my family which, if it became generally known, might bring myself or the College into disrepute, or call into question my integrity, authority or standing as a member of the Corporation  If appointed, I will be able to carry out my fair share of duties described in the Role Description and undertake any required training. The information, which I have given, is true and complete to the best of my knowledge and belief.  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (Please complete signature in block capitals if the form is being completed electronically) | | | |