|  |  |
| --- | --- |
| **Personal Details** | |
| **Title** |  |
| **Surname** |  |
| **First Name** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Contact Number** | Mobile       Home |
| **Email Address** |  |
| **National Insurance** |  |
| **Date of Birth** |  |
| **Equality & Diversity Monitoring** | |
| City of Portsmouth College is committed to the equality of opportunity for all potential and existing staff and governors. We welcome governors of all backgrounds and to help us monitor the effectiveness of our EED&I Policy we ask that ALL governors complete this form.  This form will not be viewed as part of the selection process. Once the recruitment process is completed, we will store this information for 12 months. If you are successful in post this information will be added to your personal record.  All information supplied will be treated as confidential. The data will be used to monitor our equality and diversity through the recruitment process. | |
| **Gender** | Choose an item. |
| **Marital Status** | Choose an item. |
| **Sexual Orientation** | Choose an item. |
| **Religious Belief** | Choose an item. |

|  |  |  |
| --- | --- | --- |
| **Ethnicity Group** | | |
| **White:**  British  Irish  Other | **Black or Black British:**  Black Caribbean  Black African  Other | **Chinese/Other**  Chinese  Other |
| **Mixed Race:**  White & Black Caribbean  White & Black African  White & Asian  Other | **Asian or Asian British:**  Indian  Bangladeshi  Pakistani  Other | If other, please specify:    Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **Entitlement to Employment** | | |
| If your application progresses to interview you will be required to bring proof of Birth Certificate, Passport or any other documentation which proves your right to work in the UK. Only original documents will be required. | | |
| **Are you a British Citizen or EU National?** | Choose an item. | |
| **If no, please select the following statements which applies to you:** | | |
| **I have unrestricted leave to work in the UK** | |  |
| **I am an overseas student or visitor with evidence of entitlement to work in the UK** | |  |
| **I am subject to Work Permit provisions** | |  |

|  |  |
| --- | --- |
| **Disability Details** | |
| **Do you consider yourself to have a disability?** | ​​☐​ |
| **Do you have any requirements in order to attend an interview?** | ​​☐​ |
| **If yes to either question, please state reasonable adjustments we can make to assist in your application** | |

|  |  |
| --- | --- |
| **Disclosure of Criminal Convictions** | |
| We welcome all applications and if you have a criminal conviction this will not necessarily bar you from consideration as a governor. All governors are required to complete an Enhanced Disclosure from the Disclosure & Barring Service prior to their start date. If you fail to disclose any criminal offences it could lead to your application being rejected or, if you have been appointed, to dismissal.  The job you are applying for is exempted under the Rehabilitation of Offenders Act 1974 (Exemptions 1975). Therefore, it is necessary for you to disclose any criminal convictions (including cautions) even if they would otherwise be spent. | |
| **Have you ever been convicted of any criminal offences?** | Choose an item. |
| **Have you ever received a caution?** | Choose an item. |
| **Are you aware of any ongoing investigations being made against yourself?** | Choose an item. |
| **If you answered yes to any of the both, please provide detail** | |

|  |  |
| --- | --- |
| **Relationships** | |
| **Have you previously been employed or engaged with City of Portsmouth College?** |  |
| **Are you related to a current member of City of Portsmouth College staff?** |  |
| **If yes to either of the questions, please give details** | |

|  |  |
| --- | --- |
| **References** | |
| All Governors must obtain two satisfactory references prior to starting. One reference must be from your current or most recent employer. Relatives must not be named as referees. Personal referees must only be named when there is no previous employer. | |
| **Reference 1 -** | |
| Name |  |
| Job Title |  |
| Company Name |  |
| Email Address |  |
| May we approach this referee? | |
| **Reference 2** | |
| Name |  |
| Job Title |  |
| Company Name |  |
| Email Address |  |
| May we approach this referee? | |

|  |  |
| --- | --- |
|  | |
| Why would you like to be a governor at the City of Portsmouth College? What would you like to get out of the role and how could we support you? | |
|  | |
| **Declaration**  I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my post. | |
| **Signed:** | **Date:** |

|  |
| --- |
| **Privacy Notice** |
| The information provided by you and third parties (such as referees) is to process your application and potentially your future employment. All such information will be held securely and processed in accordance with the Data Protection Act. You can learn more about our Privacy Notice by reading the attachment on the job advert. |