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**Governor / Co-optee Application Form**

*Note: governors of Derwen College are also, automatically, trustees of the Charity, and they are also directors of the company. The names governor, trustee and director are used interchangeably within the College.*

*Co-optees are appointed to serve on a Board committee but do not have the legal status of a governor. However, in terms of day-to-day governance they are included in communications. They are also invited to attend Board meetings to share their views but cannot vote.*

*If you are appointed as a governor, specific information (indicated with a \*) is shared with Companies House and with the Charity Commission. Some information on governors and co-optees is made available on the College website and posters around the College sites. If you wish to discuss this further, please contact the Clerk & Company Secretary at carol.thompson@derwen.ac.uk or on 01691 661 234 x 291.*

**Personal details (please print)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title\*** |  | **First names\*** |  |

|  |  |
| --- | --- |
| **Surname\*** |  |

|  |  |
| --- | --- |
| **Any previous names\*** |  |
|  |  |

|  |  |
| --- | --- |
| **Date of birth\*** |  |

|  |  |  |
| --- | --- | --- |
| **Home address\*** | | **Contact address (if different):\*** |
|  | |  |
| **Home postcode\*** |  |  |

|  |  |
| --- | --- |
| **E mail address\*** |  |
| *NB: communication is largely via email. Please provide the best email address for this during the application process (you can change this at any time by contacting the Clerk). Appointees are provided with a College email address which is used thereafter.* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Daytime telephone** |  | **Evening telephone** |  |

|  |  |
| --- | --- |
| **Mobile** |  |

|  |  |
| --- | --- |
| **Nationality\*** |  |

**Other information**

Have you ever been or are you currently a governor? Yes 🞏 No🞏

If yes please give details of the college, school, etc., type of governor and period of office:

**Reasons for applying**

**Experience and personal skills**

Please give details of any experience (including voluntary or community work), skills, abilities and interests you have which you consider will contribute to the role of governor or co-optee.

# Disqualification Criteria and Vetting

Under the College’s Fit and Proper Person Policy, governors must:

* be a natural person, not a body corporate, nor disqualified under the Charities Act 2011
* be over 18 years of age
* not be an employee of the Charity
* be of good character and a caring and compassionate nature
* have relevant qualifications, skills and experience
* be physically and mentally fit, not unable to fulfil duties by reason of illness, disability or infirmity
* not be bankrupt or have an interim receiving order made against them
* not have a history of mismanagement or serious misconduct
* and be reasonable, fair and of sound judgement

Charity Trustees are automatically disqualified if certain criteria apply to them. If one of the disqualification reasons does apply, you may be able to [apply for a waiver from the Charity Commission](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver)[3](" \l "sdfootnote3sym) which will allow you to take up a position or continue to act as a trustee.

**Declaration**

I declare that:

I am not disqualified (should I be appointed) from acting as a trustee, and

I will inform the Clerk promptly if, after the date of this declaration, one or more of the disqualification reasons apply to me.

Signed: …………………………………………………………………

Print name: …………………………………………………………….

Date: ……………………………………………………………………

**Annex A – Disqualification Reasons**

You will be automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following
2. an offence involving **deception or dishonesty**
3. a **terrorism** offence
   1. to which Part 4 of the Counter-Terrorism Act 2008 applies
   2. under sections 13 or 19 of the Terrorism Act 2000
4. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
7. an offence of **misconduct in public office, perjury** or **perverting the course of justice** yes/no
8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
9. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
11. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
12. You are **a designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
13. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
14. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
15. You have been **removed** **from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
16. You are **disqualified from being a company director,** or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
17. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
18. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
19. You are **subject to** a moratorium period under **a debt relief order**, or a debt relief restrictions order, or an interim order
20. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)

# Data Protection

The information you have given in this application form will be used for recruitment purposes only and will be held electronically.  If you are successfully appointed as a governor or Committee co-optee in Derwen College, this form will be included in your manual and electronic file in accordance with the General Data Protection Regulations 2018.  If you are not appointed the information will be destroyed after 6 months.

# References

Two references will be taken up for all governors and co-optees.

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| --- | --- |
| **Referee details 1** |  |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone number** |  |
| **Relationship to applicant** |  |

|  |  |
| --- | --- |
| **Referee details 2** |  |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone number** |  |
| **Relationship to applicant** |  |

# Declaration

I have read the summary of regulations above and confirm that I am not disqualified from serving as a trustee and that in the event that I am appointed as a trustee or as a co-optee I will notify the Clerk immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a trustee whilst disqualified.

I agree to the information given on this form being recorded and used by Derwen College in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

**Signed: Date:**

**NB: if you are invited for interview, we will also require a full CV**