

**APPLICATION FORM FOR THE POSITION OF**

**Head of Governance and Corporation Secretary**

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| **Personal Details** | | | | | | | | | | |
| Surname | |  | | | | | | Title |  | |
| First name (s) | |  | | | | | | Postcode |  | |
| Address | |  | | | | | | | | |
| Email | |  | | | | | | Mobile |  | |
| Home Telephone | |  | | | | Daytime Telephone | | |  | |
| **Present Occupation** | | | | | | | | | | |
| Job Title: |  | | | | | | Current Salary: | |  | |
| Organisation: |  | | | | | | | | | |
| Address: |  | | | | | | | | | |
| Date appointed - to current post: | | | |  | | | | | | |
| Date appointed - to current organisation: | | | |  | | | | | | |
| Annual Turnover of current organisation: | | | | £ | | | | | | |
| Total value of budget you are or have been personally responsible: | | | | £ | | | | | | |
| Student Population: (if applicable) | | | |  | | | | | | |
| Notice Required: | | | |  | | | | | | |
| **Previous Employment (last 15 years) – please list most recent employer first** | | | | | | | | | | |
| Employer’s name | | | Position held | | From | | | To | | Reason for leaving |
| Month/Year | | | Month/Year | |
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| **Previous Employment (last 15 years) – please list most recent employer first (continued)** | | | | |
| Employer’s name | Position held | From | To | Reason for leaving |
| Month/Year | Month/Year |
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| **Education/Qualifications** | | |
| **Qualifications Obtained (School examinations, City & Guilds, NVQs, degrees, diplomas, professional examinations etc.)** | | |
| School, College, University | Qualification  With Level or Class | Date of Award |
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| **Membership of Professional Bodies** | | | |
| Institute | Membership Status | Membership Reference Number | Expiry Date |
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| **Professional Development** |
| Please list key professional development undertaken in the last three years (not already detailed above) which supports your application to this post |
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| **Professional Development** |
| Do you have any further development needs to undertake the role applied for? If so, please provide details. |
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**Please provide an**

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| **Supplementary Questions** |
| How will your appointment support and enhance governance arrangements at New College Durham? |
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| **Please provide any further information in support of your application (Please refer to the Person Specification to draw out any elements not covered in your previous responses) (max 750 words):** |
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| **References** | | | | | | | |
| We have an obligation to ensure that candidates’ backgrounds are thoroughly checked before an  appointment is made. Please therefore supply us with the names and addresses of two referees who are in a position to provide relevant comment on your work performance. | | | | | | | |
| The reference from your current, or last, employer should be a senior person to whom you report and who knows your work. | | | | | | | |
| **Current Employer** |  |  |  | **Previous Employer** |  |  |  |
| Name: |  | | | Name: |  | | |
| Job Title or Occupation: |  | | | Job Title or Occupation: |  | | |
| Dates Covered: |  | | | Dates Covered: |  | | |
| Address: |  | | | Address: |  | | |
| Telephone Number: |  | | | Telephone Number: |  | | |
| Email Address: |  | | | Email Address: |  | | |
| Can we contact this referee without further reference to you? | | | | Can we contact this referee without further reference to you? | | | |
|  | | Yes | No |  | | Yes | No |

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| **Candidate Agreement** | |
| To the best of my knowledge and belief the information I have given is correct. I understand that my  application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information.  I am aware that any offer of employment will be conditional until all relevant recruitment checks are completed, including but not limited to health clearance, references, DBS, confirmation of identity and right to work.  I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions.  For the purposes of electronic communications, inclusion of your name in the Signature field below will be taken as acceptance of the above conditions. | |
| Signed: | Date: |

**\*\*Please return this completed application form, along with your completed equal opportunities form to:**

Human.resources@newdur.ac.uk

You will receive an acknowledgement of receipt of your application