**Application form**

Please complete all sections of the job application form and return to:

**HR Administrator**

**Liberty Training Ltd**

**Paragon House**

**Albert Street**

**Ramsgate**

**CT11 9HD**

Or email to **recruitment@libertygroupltd.co.uk**

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| **Title:**  | **Surname:**  |
| **First Name:** | **Previous names:** |
| **Position applied for:** |

**Applicant details**

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| **Address:** |
| **Post code:** |
| **Home Telephone:** |
| **Mobile:** |
| **Email:** |

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| **Occupation:** |
| **If you work in a school or college, please state the name:** |
| **If a retired teacher, please state former school and date of retirement:** |
| **If you are related to a teacher, an employee or advisor at Liberty, please give details:** |
| **Current Governorships:** Please identify type of school or college, i.e LA, Independent |
| **Previous Governorships:** Please give dates of service |

**Reasons for applying**

Please outline your reasons for showing an interest in becoming a college advisor. Include details of personal qualities, experience or skills you feel you could bring to a college advisory board. Please contine on separate sheet if necessary.

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**References**

Please provide names and addresses of two referees. These can be business (including your employer if you are in work) or personal, and ideally have known you at least 2 years.

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| **Referee 1:** | **Referee 2:** |
| **Address:** Include postcode and email | **Address:** Include postcode and email |

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| **Date:**  |

**Date from which you are available to serve as an advisor:**

**Disability**

Do you consider yourself to have a disability, as defined in the Disability Discrimination Act?

 Yes [ ] No [ ]

Please give details of any special needs provision you would require (e.g wheelchair access)

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**Ethnic Origin**

Please tick one box only which best describes your ethnic origin:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **White:** |  | British |  | **Asian**  |  | Indian |
|  |  | Irish |  | **or Asian British:** |  | Pakistani |
|  |  | Any other White Background |  |  |  | Bangladeshi |
|  |  |  |  |  |  | Any other Asian background |
|  |  |  |  |  |  |  |
| **Mixed:** |  | White and Black Caribbean |  | **Chinese:** |  | Chinese |
|  |  | White and Black African |  | **Black or Black** |  | Caribbean |
|  |  | White and Asian |  | **British:** |  | Afrian |
|  |  | Any other mixed background |  |  |  | Any other Black |
|  |  |  |  |  |  | background |

**Other ethnic group: (please specify)**

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**Skills Audit**

Please complete the audit below

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| **Skills & Knowledge - Business Sector** |
| Education |  | Finance |  | Retail |  | Business |  | Manufacturing |  |
| Health |  | Tourism |  | IT |  | Construction/property |  | Other |  |
| *Please state* |

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| **Knowledge** | ***Please indicate with* √** | **Experience** | ***please indicate with* √** |
| FE Funding  |  | Human Resources |  |
| Work Based Learning |  | Diversity and equal opportunities  |  |
| Apprenticeships |  | Marketing & Communication |  |
| NVQs |  | General Management |  |
| A Levels |  | Financial Management |  |
| Professional Courses |  | Law |  |
| Higher Education |  | Teaching |  |
| Adult Education |  | Charity Management |  |
| Other Academic |  | Strategic and Change Management |  |
| DfE/ESFA priorities |  | Commercial Board |  |
| Property and Estates |  | Non-profit Board |  |
|  |  | Property development  |  |
| **Skill** | ***Please indicate with √*** | **Skill** | ***please indicate with √*** |
| Able to think strategically |  | Leadership |  |
| Oral communication |  | Self-Evaluation |  |
| Written communication |  | Constructive challenge |  |
| Speed reading |  | Negotiation |  |
| Data analysis |  | Critical appraisal |  |
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| **Skills & Knowledge - Evaluation****The following looks at skills and knowledge in the context of the statutory responsibilities within the Instrument & Articles of Government. Please note that you are not expected to possess all the areas of knowledge and skills listed; it is the Board itself that collectively needs to exhibit appropriate balance in these areas across its membership.****Please grade yourself against the following criteria:****1= High level of knowledge/experience** **2= Good knowledge/experience** **3= Working knowledge/experience****4=Minimal/no knowledge/experience** |

 **A. Determination and review of educational character and mission; and oversight of activities**

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| **Do you have knowledge and experience of** | **Grade 1-4** |
| Strategic planning at board level or equivalent |  |
| Working in a commercial environment at a level which included planning responsibilities |  |
| Working in collaborative partnerships |  |
| Working with local community organisations |  |
| Knowledge and understanding of minority communities |  |
| Knowledge and understanding of local, regional or national authorities at management level or as an elected member |  |
| Working with young people between the ages of 14 and 19 years |  |
| Working with learners over the age of 19, either as an educational or commercial training environment |  |
| Implementing equality and diversity policies and practices |  |
| The law or working as a magistrate  |  |

 **B. Curriculum and quality**

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| **Do you have knowledge and experience of** | **Grade 1-4** |
| Developing a quality strategy |  |
| Monitoring performance and the achievement of planned outcomes |  |

 **C. Effective, efficient use and safeguarding of resources and maintaining organisational solvency**

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| **Do you have knowledge and experience of** | **Grade 1-4** |
| Accountancy and general financial matters |  |
| Developing financial and strategic planning for and educational or commercial institution |  |
| Educational and public funding |  |
| Audit matters |  |
| Estates and property matters |  |
| Capital building projects |  |
| Risk management |  |

 **D.The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of staff; and those who are the holders of senior posts**

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| **Do you have knowledge and experience of** | **Grade 1-4** |
| Working with human resources issues at senior management level |  |
| Working with trade unions or staff organisations |  |

 **E. Additional Generic skills**

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| **Do you have knowledge and experience of** | **Grade 1-4** |
| Chairing a board |  |
| Chairing a committee |  |
| Change management |  |

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| **Eligibility Declaration**  |
| **THE FURTHER EDUCATION CORPORATIONS (FORMER FURTHER EDUCATION COLLEGES) (MODIFICATION OF INSTRUMENTS AND ARTICLES OF GOVERNMENT) ORDER 2012****Persons ineligible to be members**1. No one under the age of 18 years, except as a learner member.
2. The Governance Professional.
3. A person who is a member of staff of the institution, except as a staff member or in the capacity of Principal. This does not apply to a learner who is a member of the Youth Participation Group.
4. Any member that has been adjudged bankrupt, or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986[[1]](#footnote-2), or any member has made a composition or arrangement with creditors, including an individual voluntary arrangement, unless:
5. That member has been discharged from bankruptcy, or the bankruptcy order has before then been annulled;

or1. The bankruptcy order is annulled; or
2. The bankruptcy restrictions order is rescinded as a result of an application under section 375 of the

Insolvency Act 1986, on the date so ordered by the court; or1. The interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
2. The bankruptcy restrictions undertaking is annulled, at the date of that annulment.
3. Debts have been paid in full, and in any other case it shall cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.
4. Any member who:
5. Within the previous 5 years that person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or
6. Within the previous twenty years that person has been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
7. Has at any time been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, of more than five years.
8. Has an unspent conviction for specified terrorism offences
9. Has an unspent conviction for money laundering
10. Has an unspent conviction for specified bribery offences
11. Has an unspent conviction of contravening a Charity Commission Order or Direction
12. Has an unspent conviction for offences of misconduct in public office, perjury or perverting the course of justice
13. Has an unspent conviction for aiding or abetting the above offences.
14. Being on the sex offenders register
15. Has an unspent sanction for contempt of Court
16. Disobeying a Commission Order
17. Being a designated person under specific anti-terrorist legislation

**‘Fit and proper person’ tests**Even if eligible to serve as a company director and charity trustee, an individual may not be considered by the College Advisory Board or by regulators to be a fit and proper person. A fit and proper person is someone who: 1. is of good character;
2. has the qualifications, competence, skills and experience that are necessary for the role;
3. is able by reason of health, after reasonable adjustments are made, to perform the duties of an advisor; and
4. has not been responsible for, been privy to, contributed to, or facilitated, any serious misconduct or mismanagement (whether unlawful or not) in this or her employment or in the conduct of any entity with which he or she is or has been associated.

In judging whether a serving or prospective advisor is a fit and proper person, the College Advisory Board will take account of the Guidance issued by HMRC and the Regulatory Advice issued by the Office for Students (OfS).The HMRC Guidance states that an individual might be considered not to be a fit and proper person if he or she: * has been involved in tax fraud
* has been involved in other fraudulent behaviour including misrepresentation and/or identity theft
* is known by HMRC to have involvement in attacks against, or abuse of, tax repayment systems
* has been removed from acting as a charity trustee by a charity regulator or been disqualified from acting as a charity trustee or company director
* has used arrangements notified under the Disclosure of Tax Avoidance Schemes (DOTAS) rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the arrangements featured charitable reliefs or which used a charity, and their tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final
* has used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) and such counteraction has become final
* has been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and is:
* a promoter named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014
* a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final
* a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.

 The OfS (Section 100 of the Regulatory Advice) lists the following indicators that a person may not be a fit and proper person: 1. disqualification from acting as a company director, or from acting as a charity trustee, as set out in the Company Directors Disqualification Act 1986 or the Charities Act 2011.
2. conviction of a criminal offence anywhere in the world.
3. subject of any adverse finding in civil proceedings, where relevant, including but not limited to bankruptcy or equivalent proceedings (in the last three years).
4. subject of any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies.
5. involvement in any abuse of the tax systems.
6. involvement with any entity that has been refused registration to carry out a trade or has had that registration terminated.
7. involvement in a business that has gone into insolvency, liquidation or administration while the person has been connected with that organisation or within one year of that connection.
8. dismissal from a position of trust or similar.
9. involvement with a higher education provider that has had its registration refused or revoked by the OfS or has had similar action taken against it by another regulator (this includes, but is not limited to, serving on a board/governing body, having voting rights, being a significant shareholder/owner, serving in a senior position, etc.).

Neither of these lists is intended to be exhaustive, and no one indicator provides conclusive evidence that an individual is not ‘fit and proper’. The existence of any of these indicators does, however, need to be disclosed, initially to the governance professional, who will, if required, inform OfS of the relevant circumstancesI confirm that:* The information given above is correct to the best of my knowledge.
* I remain eligible to be a member of Liberty Training and will act in accordance with the Advisory Board Code of Conduct and the provisions of the College Code of Good Governance.
* I will immediately give notice to the Board of Directors in the event that I become disqualified from continuing to hold office as a result of bankruptcy restrictions under paragraph (5) or because of a conviction under paragraph (8) of the Instrument of Government.

And ***(please amend as appropriate):***I **do / do not** consent to the processing of the information being held and processed about me in accordance with the General Data Protection Regulations 2018.I **do / do not** consent to the publication of my personal profile on the College websiteI **do / do not** consent to the use of my photograph for publicity purposes, local and national, as well as the World Wide Web and for any other purposes as Liberty Training deem fit.I **do / do not** consent to sharing my contact details with other members of the Liberty Training.Signature: …………………………………………………………. Date: ……………………………………… |

1. [↑](#footnote-ref-2)