|  |  |  |
| --- | --- | --- |
| **Shetland Merger Project**  **Application for the position of Board Member** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Personal Details | | | |
| **E-mail Address** |  | | |
| **Initials** |  | **Surname** |  |
| Home Address |  | | |
| **Town/City** |  | | |
| **Country** |  | | |
| **Postcode** |  | **Home Phone No.** |  |
| **Mobile Phone No.** |  | **Work Phone No.** |  |
| **How did you learn of the position?** |  | | |

|  |
| --- |
| Screening Questions |
| Are you a member of the Protecting Vulnerable Groups (PVG) Scheme? YES / NO (delete as applicable)  **Please confirm your 16-digit scheme membership number:**  **Please confirm the type of regulated work you have been checked for:**  ADULTS / CHILDREN / BOTH  **If you are a preferred candidate for the position, you will be required to join the PVG Scheme.** |

|  |  |
| --- | --- |
| Declaration | |
| **Important - please note that by submitting your completed application you’re declaring:**   * + That the information provided is, to the best of your knowledge and belief, true and complete   + That you are able to meet the time commitment required of the role   + That you agree to apply and work within the [Principles of Public Life in Scotland](https://www2.gov.scot/Publications/2006/07/11153800/11)   + That you agree to be bound by the Board Members’ Code of Conduct and other relevant Legislative or Regulatory Framework as is required by the Board of Management   + That you have no unmanageable conflict of interests in respect of the appointment   + That you are aware of the terms of disqualification and that you are not disqualified from taking up a public appointment.   If you give any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected. | |
| **Signature** | **Date** |

Please complete this form using Word and email to [shetlandrecruitment@uhi.ac.uk](mailto:shetlandrecruitment@uhi.ac.uk)

**Applications must be returned by Friday 10th May 2019**

|  |
| --- |
| Please provide short statements which demonstrate that you have the general skills and personal qualities under the following headings |
| **Ability to work effectively in a team setting** |
| **Ability to critically examine proposals and their supporting analysis** |
| **Constructive and supportive challenge – you will need to be able to challenge without causing conflict** |
| **Communicating effectively** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Skills Please indicate with an ‘X’ the areas of expertise that you could bring to the Board | | | | |
|  | **Have some knowledge** | **Good current hands-on experience** | **Expert in this area** | **State any relevant qualifications** |
| **Academic research** |  |  |  |  |
| **Administration (charity, company, H&S, etc)** |  |  |  |  |
| **Campaigning** |  |  |  |  |
| **Change** |  |  |  |  |
| **Community Affiliation** |  |  |  |  |
| **Conflict Resolution** |  |  |  |  |
| **Customer/Membership Care** |  |  |  |  |
| **Development** |  |  |  |  |
| **Education (Further, Higher or School)** |  |  |  |  |
| **Equality & Diversity** |  |  |  |  |
| **Financial (preparing/monitoring budgets, ability to read and understand management and annual accounts, etc)** |  |  |  |  |
| **Fundraising (all sources)** |  |  |  |  |
| **General Strategic Planning and Training (incl. evaluation)** |  |  |  |  |
| **Governance** |  |  |  |  |
| **Knowledge of College/University Sector** |  |  |  |  |
| **Human Resources** |  |  |  |  |
| **Information Technology** |  |  |  |  |
| **Knowledge of the community** |  |  |  |  |
| **Legal** |  |  |  |  |
| **Management (incl. leadership, business, rules of engagement, encouraging democracy, volunteering)** |  |  |  |  |
| **Management, Restructuring and Organisational Development** |  |  |  |  |
| **Marketing (incl. events)** |  |  |  |  |
| **Media/PR** |  |  |  |  |
| **Networks/Alliances** |  |  |  |  |
| **Policy Implementation** |  |  |  |  |
| **Property, Estates and Infrastructure** |  |  |  |  |
| **Risk Management** |  |  |  |  |
| **Training** |  |  |  |  |
| **Other (please give details)\_** |  |  |  |  |

|  |
| --- |
| Knowledge and experience Provide evidence of how you meet the Knowledge and Experience listed within the Skills Requirements |
|  |

|  |
| --- |
| Additional information Please use this space to give any other relevant information to support your application |
|  |
| **Data Protection -** The information you supply will be processed in accordance with the provisions of the Data Protection Act 1998 (the Act) and will be used solely for the purposes of recruitment and personnel administration. The data supplied will not otherwise be copied or transferred to any person. If your application is unsuccessful we will retain the information you supply for 12 months and then delete it.  **For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at**[dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk). | | |

# Equal Opportunities Monitoring Form

The new merged college in Shetland is committed to a policy of equal opportunities and seeks to ensure that no individual is discriminated against on the grounds of the protected characteristics of gender, race, religion or belief, sexual orientation, age, disability, maternity and pregnancy, marriage and civil partnership and gender reassignment.

To assist in monitoring the policy, and for the purpose of complying with the specific duties of The Equality Act 2010, it would be helpful if you could answer the following questions. **The information is not seen by the Selection Panel and will not be used to assess your suitability for appointment.**  The information will be kept in strictest confidence and in compliance with the Data Protection Act 1998 and used for statistical monitoring purposes only.

|  |  |
| --- | --- |
| Name: |  |
| Position applied for: |  |
| Date of birth: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Age (please tick)** | | | | | | |  | 16-24 years old |  |  | 25-34 years old |  | |  | 35-44 years old |  |  | 45-54 years old |  | |  | 55-64 years old |  |  | 65 + years old |  | |  | Prefer not to say |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Gender (please tick):** | | | | | | | What is your gender identity? | | | | | | |  | Male (including trans man) |  |  | Female (including trans women) |  | |  | Other gender identity |  |  | Prefer not to say |  | | Have you ever identified as being a transgender person? | | | | | | |  | Yes |  |  | No |  | |  | Prefer not to say |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Relationship Status (please tick)** | | | | | | |  | Co-habiting |  |  | Married |  | |  | Civil Partnership |  |  | Separated or Divorced |  | |  | Single |  |  | Widowed |  | |  | Prefer not to say |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sexual Orientation (please tick):** | | | | | | |  | Bisexual |  |  | Gay Man |  | |  | Heterosexual/Straight |  |  | Gay Woman/Lesbian |  | |  | Other (please specific below) |  |  | Prefer not to say |  | |  |  |  |  |  |  | | | | | | |
| **Ethnic Origin (please tick):** | | | | | |
| A | Asian | | | | |
|  | Bangladeshi |  |  | Chinese |  |
|  | Indian |  |  | Pakistani |  |
|  | Any other Asian background (please specify) | | | | |
|  | | | | | |
| B | Black | | | | |
|  | African |  |  | Caribbean |  |
|  | Any other Black background (please specify) | | | | |
|  |  |  |  |  |  |
| C | Mixed | | | | |
|  | Any other mixed background (please specify) | | | | |
|  | | | | | |
| D | White | | | | |
|  | English |  |  | Irish |  |
|  | Scottish |  |  | Welsh |  |
|  | Any other White background (please specify) | | | | |
|  | | | | | |
| E | Other | | | | |
|  | Any other background (please specify) | | | | |
|  | | | | | |
| F | Prefer not to say | | | | |
|  | Prefer not to say |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Religion or Belief (please tick):** | | | | | |
|  | Buddhist |  |  | Christian |  |
|  | Hindu |  |  | Jewish |  |
|  | Muslim |  |  | No Religion/Belief |  |
|  | Prefer not to say |  |  |  |  |
|  | Any other religion |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Disability (please tick):** | | | | | |
|  | Do you have a disability? |  |  |  |  |
|  | Yes |  |  | No |  |
|  | Prefer not to say |  |  |  |  |