Bournemouth University welcomes applications from all, irrespective of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality (subject to UK Visa & Immigration Service (UKVI) permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

**Application for Employment**

Please note additional sheets may be attached/inserted wherever necessary.

**Please complete this form and attach it to your CV, which should include your education and employment history together with details of any professional body memberships.**

**Application for Employment**

|  |  |
| --- | --- |
| 1 Personal Details | |
| First name:  Surname/family name:  (block letters)  Preferred title:  (Prof/Dr/Mr/Mrs/Ms/Miss/Other)  Previous name if changed:  Address:      Postcode: | Contact telephone:  Email:  Nationality:  (if you have dual nationality please state which nationalities)  How did you hear about this vacancy? (please specify)   * Website      * Publication      * Personal recommendation/Other |

|  |
| --- |
| 2 In support of your application |
| Please explain why you would like to become a member of the University Board. You should include details of the personal qualities, skills, experience and knowledge that you would bring to the role. Continue on a separate sheet if necessary. |

|  |
| --- |
| 3 Eligibility to be a Charity Trustee and the requirements of a ‘fit and proper person’ It is an offence to act as a trustee whilst disqualified from doing so and, in accordance with the Charity Commission’s guidelines, it is good practice for the University to check that prospective trustees are eligible. Further information on why some individuals cannot act as charity trustees can be found here <https://www.gov.uk/guidance/charity-trustee-disqualification>.  The Office for Students, as independent regulator of higher education institutions in England, also require that members of the Board are fit and proper persons. Further information on what is a ‘fit and proper person’ can be found here <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/public-interest-governance-principles/>  Please tick all of the following statements that apply to you. If you are unsure whether a statement applies to you, please contact [**boardclerk@bournemouth.ac.uk**](mailto:boardclerk@bournemouth.ac.uk) to seek further guidance) |
| *Legal disqualifying reason*  I have no unspent convictions for an offence involving dishonesty or deception  I have no unspent convictions for specified terrorism offences  I have no unspent convictions for a specified money laundering offence  I have no unspent convictions for specified bribery offences  I have no unspent convictions for the offence of contravening a Charity Commission Order or Direction  I have no unspent convictions for offences of misconduct in public office, perjury or perverting the course of justice  I have no unspent convictions for aiding attempting or abetting the above offences  *Legal disqualifying reasons- non financial*  I am not on the sex offenders register  I have no unspent sanctions for contempt of Court  I have not been found guilty of disobeying a Commission Order  I am not a designated person under specific anti-terrorist legislation  I have not been removed from a relevant office  I am not subject to a Director disqualification  *Other legal disqualifying reasons- financial*  I am not a undischarged bankrupt or subject to the following: an undischarged sequestration Order, a bankruptcy restrictions Order, an interim Order, a moratorium period under a debt relief Order under Part 7A of the Insolvency Act 1986 or a debt relief restrictions Order or an interim Order under Schedule 4ZB to the Insolvency Act 1986  I have not made a composition or arrangement with or grant a trust deed for creditors and have not been discharged in respect of it.  *Office for Students (OfS) - indicators that a person may not be a ‘fit and proper person’*  I do not have a 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.  I do not have a conviction of a criminal offence anywhere in the world  I am not subject of any adverse finding in civil proceedings, where relevant, including, but not limited to bankruptcy or equivalent proceedings (in the last three years)  I am not subject to any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies  I have not had any involvement in any abuse of the tax systems  I have not had any involvement with any entity that has been refused registration to carry out a trade or has had that registration terminated  I have not had any involvement in a business that has gone into insolvency, liquidation or administration whilst I have been connected with that organisation or within one year of that connection  I have not been dismissed from a position of trust or similar  I have not had any 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.). |
| 4 Other Trusteeships |
| Are you, or have you previously been, a Trustee of any other Charities? If yes, please provide details. |

|  |
| --- |
| 5 Potential Conflicts of Interests |
| Please detail any potential conflicts of interests that you may have, including any personal or professional links to the University. Guidance on identifying potential conflicts is contained in the University’s Conflicts of Interests Policy & Procedures available at <https://www1.bournemouth.ac.uk/about/governance/open-and-transparent> |

|  |  |
| --- | --- |
| 6 References | |
| Please nominate two referees who may be contacted regarding your knowledge, skills, attributes and suitability for this position. Please note references may be sought for all applicants invited to interview. | |
| Name:  Position:  Organisation:  Address:      Telephone:  Email:  Capacity in which known:    Did they know you by any other name? If yes, please state here: | Name:  Position:  Organisation:  Address:      Telephone:  Email:  Capacity in which known:    Did they know you by any other name? If yes, please state here |
| 7 Data Protection | |
| Bournemouth University will securely store this application form and any other information you provide within the recruitment process in our Corporate Governance database. Identifiable information you provide will be accessible only to the staff within the Corporate Governance office and we will not share it with anyone else. We will process this data as necessary for recruitment purposes and to complete the process of appointing a candidate. We will usually keep your information for 6 months before deleting your data unless you are successful in your application or ask us to consider you for future roles.  Data provided on the Equality Monitoring Form will be used for statistical analysis only: it will not be used to take decisions about you as an individual and will not be shared or published in a form which identifies you as an individual.  If you are appointed as a Board member, we will provide you with further information about our processing of your personal data.  The legal basis for our processing of your information within the recruitment process is that it is necessary for the following purposes:   * To enable us to comply with our legal obligations as a charity and as a regulated higher education provider, which require us to obtain assurance about your eligibility and suitability for appointment as a trustee; * For legitimate interests pursued by BU in assessing your application and obtaining assurance about your suitability for Board appointment; and * To fulfil our legal obligations under the Equality Act 2010 and for research and statistical purposes.   Here’s a link to the [final section of our Staff and Applicants Privacy Notice](https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-act/staff-applicants-privacy-notice/your-rights-data-subject-how-exercise-them), which explains your rights as a data subject and how to exercise them. (The remainder of this Notice is not relevant to the Board recruitment process). | |

|  |
| --- |
| 8 Declaration |
| I understand that by submitting this form whether electronically or on paper, I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for my application to be disqualified or, if I have already been appointed, for that appointment to be revoked.  Signature Date  Please return your completed form and CV by post to:  The Clerk to the University Board  Bournemouth University  Poole House (P523)  Fern Barrow  Poole  Dorset BH12 5BB  Or by e-mail to: [boardclerk@bournemouth.ac.uk](mailto:boardclerk@bournemouth.ac.uk)  If you are considering returning your form by email then please visit our returning forms webpage ([www.bournemouth.ac.uk/return-forms](http://www.bournemouth.ac.uk/return-forms)) to find out more about how to encrypt your form before emailing it.  Alternative formats are available on request: [formats@bournemouth.ac.uk](mailto:formats@bournemouth.ac.uk) |