

##### 

Council Member application form

##### The Ethos of Newman University

The current members of Newman Council particularly want applicants to know that new Members will be warmly welcomed. The contributions of all Members are much appreciated.

Newman is very proud of its diverse community and wants to see the fantastic diversity of its student population reflected in our Council. Given our richly diverse student community, we are particularly interested in hearing from applicants from groups currently under-represented on the Council (Board).

Applications are welcome from individuals of any race, sex, disability, religion, belief, age, or sexual orientation who can demonstrate a commitment to the work of Newman University. Please refer to the [Privacy Notice for Newman University Council](https://www.newman.ac.uk/privacy-notices/#blueprint_5) for information about how we process and use your data.

# Personal details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salutation |  |  | Telephone | |
| Surname |  |  | Home |  |
| Other names |  |  | Other |  |
| Address |  |  | E-mail |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Post Code |  |  |  |  |

Where did you hear about applying to become a Council member?

Current Occupation and Organisation

Academic and Professional Qualifications

Do you have any current or previous volunteer/trustee/governor experience?

Yes

No

(please mark appropriate box)

If yes, please give details, including names of organisations and dates and explain how this experience supports your application.

**Please tell us about your suitability for the role:**

In each section below, please give a brief outline of how your skills, knowledge and experience fit the criteria noted below. Please give demonstrable examples wherever possible to support your application. Please note the guidance information available.

**Interest in the Role**

Summarise what particularly interests you about becoming a Council member at Newman University.

**Please limit your response to 300 words.**

**Knowledge and Experience**

Please tell us how you would be able to contribute to the work of the Council, making particular reference to your specific skills and experience and the qualities required for the post. You should tell us about the abilities and skills that you possess through examples relating to the following:

Ability to demonstrate good judgement  
Act with reasonable skill and care

Willing to offer constructive challenge and support judgements

An effective communicator: clear, concise and able to adapt to the needs of the audience

Using the abilities and skills in the above bullets to swiftly make sense of complex and unfamiliar information and longer term, demonstrating a willingness to learn the contextual aspects of the HE Sector

**Please limit your response to 400 words.**

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| --- |
| **Conflict of interest**  **Are there any other facts, activities or connections which you feel might be raised in future about your suitability to hold the position of Council member and director of Newman University, because they present - or may present - a conflict of interest?** These may include issues such as personal relationships or membership of organisations, or other circumstances. |
| **Reputation of the University**  It is a requirement of Newman University that all its Council members must be fit and proper persons. This is directly related to the preservation of the University’s reputation. This will also be assessed to check all candidates’ suitability for the role.  An individual is 'a fit and proper person' if they ensure, or are likely to ensure, that the University’s funds are used in support of our charitable objectives and for the purposes for which they were given. It also means that the person is of good character; has the qualifications, competence, skills and experience necessary for their role; is able by reason of their health, after reasonable adjustments are made, to properly perform the tasks of the office or position for which they were appointed; and has not been responsible for, been privy to, contributed to, or facilitated any serious misconduct or misalignment (whether unlawful or not) in their employment or in the conduct of any entity with which they are or have been associated. Please refer to our [Code of Conduct for Council Members](https://www.newman.ac.uk/about-us/governance/the-university-council/) document for more detailed information.  The Office for Students is the University sector’s regulatory body. Further information regarding the Office for Students can be found here: <https://www.officeforstudents.org.uk/about/>  Please also see the Office for Student’s public interest governance principles which apply to all registered providers: [Public interest governance principles - Office for Students](https://www.officeforstudents.org.uk/advice-and-guidance/regulation/registration-with-the-ofs-a-guide/public-interest-governance-principles/)  **Should you be successful in your application, is there anything about your professional or personal history which, if brought into the public domain, might compromise the reputation of the organisation, and call into question that you are a ‘fit and proper person’ for University governance? If so, please give details below**. |
| **Religion (\* see Section 3 within the Guidance Notes)**  Newman University welcomes staff, students and council members of all religions and none.  In keeping with the University’s Vision, Mission, Values and Instrument of Governance, there are some positions on Council designated for Catholic council members.    Do you wish to serve as a Catholic member? If so, please mark the box |
| **Commitment**  Please mark the box to confirm:  I understand and am willing to commit the necessary time, preparation and  effort to the proper discharge of the responsibilities of a Council member. |
| **DECLARATION**  I confirm that the information given on this form is correct and understand that any false statement may be sufficient cause for rejection, or if appointed, may subsequently result in the termination of my appointment. I understand that my application information will be stored in manual and electronic files and is subject to the provisions of the General Data Protection Regulations.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**References**

#### Please give the name and addresses of two referees who can comment on your suitability for this role. Should the Nominations Committee wish to proceed with your appointment following interview, we will contact these referees at this stage. Please note references from relatives are not acceptable.

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| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Position |  |  | Position |  |
| Organisation |  |  | Organisation |  |
| Address |  |  | Address |  |
| Telephone |  |  | Telephone |  |
| E-mail |  |  | E-mail |  |