

Guidance for Applicants

NB – The Application and skills audit forms are interactive PDF files. This means you can type the information into each form and when completed save the forms to your computer; then email them to governorrecruitment@birmingham.gov.uk

Please note you must have the correct version of Adobe Reader to complete the PDF electronically. The latest version “Adobe Reader DC” can be downloaded from [here](#)

1.	<p>Have you read:</p> <ul style="list-style-type: none"> • NGA’s ‘Role description for maintained school governors’ • Birmingham City Council’s Model Code of Conduct <p>(the above are available via here)</p> <ul style="list-style-type: none"> • Nolan Principles of Public Life (Appendix B) • School Governor Qualifications and Disqualifications (Appendix C) 	
2.	Have all sections of the form been completed?	
3.	Does your statement of supporting information (Section D, page 4) consist of at least 80-100 words?	
4.	Does your statement of supporting information (Section D, page 4) demonstrate your capacity to be an effective governor and reflect your understanding of the role as outlined in ‘Role description for maintained school governors’	
5.	<p>Have you provided examples that demonstrates you have the skills and abilities required of all governors:</p> <ul style="list-style-type: none"> • a strong commitment to the role and to improving outcomes for children; • the inquisitiveness to question and analyse; • the willingness to learn; • good inter-personal skills; • appropriate levels of literacy in English (unless the governing body is prepared to make special arrangements); • sufficient numeracy skills to understand basic data. 	
6.	Have you clearly outlined any additional transferrable skills and experience that can be used in the role of governor?	
7.	Have you ensured your referees are not family members? (You may wish to consider individuals who have known you in a professional capacity)	
8.	Have you declared your commitment to all the points described in Section G?	
9.	Have you signed and dated the form?	
10.	Have you completed Appendix A: Equalities monitoring?	
11.	Have you completed the Skills Audit form?	



What happens next?

Please submit your completed application form and skills audit to:

governorrecruitment@birmingham.gov.uk

Your application will be acknowledged, references will be requested and online searches completed. Upon receipt of these your application will be submitted to the School Governor Nomination Committee who meet on a regular basis to consider all Local Authority Governor applications.

Applicants will be written to following the outcome of the Committee. Successful applications will be matched to a vacancy taking into consideration the skills and experience of the volunteer, those required by the governing board and the preferred location expressed by the volunteer.

On average an application process takes approximately 40 working days to complete. It may take longer depending on circumstances.

Further Information

If at any stage additional information is required from you to support your application you will be contacted by a member of the School & Governor Support Team.

If you require any support in completing the application form or have any queries regarding the progress of your application, please email governorrecruitment@birmingham.gov.uk.