WEST COLLEGE SCOTLAND

West College Scotland

Board of Management

Non Executive Board Member Application Form



WEST COLLEGE SCOTLAND

Part A: Personal Information

Please note Part A of the application form will not be made available to the selection panel.

Your form will be photocopied/scanned and then read by the panel. It is therefore important that it is legible. Please complete this form electronically, or if handwritten, in black ink.

Surname:	Title:
Forename(s) (Preferred name in capitals)	

Address: Postcode:
Contact Telephone No:
Email Address:

Where did you find out about this appointment?
Interviews will be held on Monday 26 October 2026. Unfortunately we are unable to offer an alternative interview date.

Conditions

Only applications which contain all the requested information will be considered. **CVs will not be accepted in lieu of this application form.** Before you submit your application, please ensure that you are eligible for this competition. If you are successful at interview, a complete enquiry of your eligibility will be made. If you are uncertain about any aspect of your eligibility, please contact us. Late applications will not be accepted
Completed applications must arrive no later than Monday 28 September 2026. Please send your application to: **email: susan.mcdonald@wcs.ac.uk**

Only Part B of your application will be provided to the selection panel

Part B: Skills, Qualifications and Experience

1. EMPLOYMENT HISTORY

This is a very important part of your application.

This section provides applicants with the opportunity to highlight positions held- either from their working life, or through their participation with a public, voluntary or community organisation – which have provided them with skills and knowledge relevant to this role.

CAREER HISTORY: Please provide details of role(s) held; give a brief description of your duties; and highlight how the role has provided you with skills and knowledge which match any of the criteria listed in the person specification. [Please note that positions listed which do not also provide evidence of practical application which relate to the criteria will be discounted].

Present Employer and any other Roles

Please include current appointments and board/committee membership

Employer's or Organisation's name:	
Address:	
Tel No	Date Started:
Job title, Role and main duties:	

Membership of Professional Bodies

Membership Name:		Date Started:	
Membership Level		Expiry Date:	

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Membership Level		Expiry Date:	

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Previous Employment/Appointments

Please provide details of previous employment, self-employment, appointments and board or committee membership, starting with the most recent. Please provide a minimum of 3 years' history.

Dates	Company/Organisation	Job title and a short summary of the main duties
Started: Ended:		
Started: Ended:		
Started: Ended		

2. SKILLS, EXPERIENCE AND KNOWLEDGE

Please use the space below to demonstrate that you have the skills, experience and knowledge we have asked for. **Address each of the criteria in turn, using specific evidence to support your statements.** You may also use this space to include any other information which may be relevant to your application.

This is a very important part of your application. If you fail to deal with each of the criteria, the selection panel will find it difficult to assess your application and may be unable to invite you to interview. The selection panel will not make assumptions as to the skills, knowledge and experience you have gained, for instance through a job title. **Please use no more than 300 words per criterion (Words exceeding this maximum will not be taken into account).**

The following section asks you to give examples of where you have demonstrated the skills and knowledge and competencies/criteria required for this appointment. You can draw on both your working/personal life experiences. Please note that job titles etc. on their own will not be taken as evidence of meeting the criteria and the selection panel will not make assumptions based on titles alone.

For each example you should state:

- **In what capacity you acquired the skills and knowledge i.e. what did you do, how did you do it, why did you do it and what was the result;**
- **How recently you acquired them; and,**
- **How frequently you applied the skills or knowledge.**
- **Evidence to demonstrate that your experience, skills and knowledge to date are relevant to those required in the application pack. These may have been gained in your current or previous employment, education, training, voluntary, community or leisure interests.**

Essential Skills and Knowledge

Applicants must be able to demonstrate within their application how they meet all the following Essential Criteria:

Corporate Governance – an understanding of corporate governance in public, private or charity sectors and of risk management (prior Board experience is not required).

Strategic Thinking - ability to contribute to the development of the Board's strategic directions and priorities.

Analytical - ability to analyse complex material and to reach sound conclusions.

Respectful challenging - ability to question constructively within a team environment.

Communication - ability to communicate effectively with a diverse range of stakeholders and build effective networks.

Education Landscape - an interest in education and understanding of current issues in Scotland.

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Desirable Criteria

Please include examples of how you meet the desirable criteria listed below.

Public Service Reform – an understanding of the current Scottish Government's policy ambitions for public services in general and post-16 education in particular.

Context – an understanding of the needs of the economy, employers, communities and learners and the challenges of a political environment, at a national and regional level.

Conflict of Interest

Are you aware of anything that might call into question your ability to demonstrate integrity or probity or of any possible conflict of interest which might arise either personally, in relation to your employment or in relation to your connections with any individuals or organisations should you be appointed?

Yes ☐ No ☐ Where yes, please detail and indicate how you would mitigate the conflict?:

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Part C: General Information

Guaranteed Interview Scheme

We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed interview scheme. This is part of our status as a Disability Confident Employer.

To be invited to interview under this scheme, you must show in your application that you meet the essential criteria for the role. A disability is defined as: "a physical or mental impairment which has a substantial and long-term (likely to last for at least 12 months) effect on a person's ability to carry out normal day-to-day activities".

Guaranteed Interview Scheme Yes ☐ No ☐

Advertising and Publicity[SM2.1]

To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you heard about this vacancy.

- ☐ WCS Website
- ☐ CDN Website
- ☐ Job Board; please state which job board _____
- ☐ Other, please specify _____
- ☐ Prefer not to say

Declaration

By virtue of submitting this completed form, I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

I understand that all documentation associated with this appointment round will be held by the College in line with their Records Management Policy following any announcement of this new appointment for the purposes of audit, diversity monitoring, and for the investigation of any complaint. I understand that if my application is successful, my application will be held for the duration of my appointment. I agree that documentation generated during this appointment round may be accessed by a third party insofar as is necessary to ensure a fair appointment process. Under the terms of the Data Protection Act 1998, I agree that the information given in the personal information section of my application may be processed to provide management information for appointment round monitoring purposes. I understand that my personal details will not be made available publicly unless I am appointed.

Applicants are asked to submit:

- ☐ **A letter outlining motivation and alignment with the role of no more than 900 words.**
- ☐ **The completed application form demonstrating relevant skills and experience of no more than 300 words per criteria.**
- ☐ **The Self Declaration form and Equal Opportunities monitoring form.**

Appointments are made following a transparent, regulated public appointments process and are subject to appropriate vetting.

Name: Date:

Signature:


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