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| General Governor Application Form |  |

Thank you for your interest in becoming a General Governor of Letchworth Garden City Heritage Foundation. Please complete this form and tell us a little bit more about yourself and why you want the role.

All applications will be considered by a General Governor recruitment panel. Appointments are formally confirmed by the Board of Trustees.

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| Your personal contact information | | |
| Your title and last name |  | [Mr / Miss / Ms / Mrs / Other\* \* Please specify] |
|  |  |  |
| First name(s) |  |  |
|  |  |  |
| Known as |  | [How you wish to be known publicly] |
|  |  |  |
| Home address and postcode |  |  |
|  |  |  |
| Home telephone No: |  | Please tick box if this number is ex-directory |
|  |  |  |
| Mobile No: |  |  |
|  |  |  |
| Home email address |  |  |
|  |  |  |
| Public contact point(s) |  | [All Governors are required to provide at least **one** contact point for themselves which will be made available to the general public. Please indicate which of the above details may be used for this. [A generic email address can be provided if you prefer.]  Home address  Home telephone number  Mobile number  Home email address  Generic email |
| About you | | |
| Occupation |  |  |
|  |  |  |
| Name and address of current employer (if applicable) |  | [If you are retired, please use these fields to give us details of your last employment before you retired.] |
|  |  |  |
| Position held |  |  |
|  |  |  |
| Company/ Organisation’s business |  |  |
|  |  |  |
| Your Professional qualifications |  |  |
|  |  |  |
| Are you involved in any other organisations or volunteering roles? |  | Please continue on a separate sheet if required. |
| Declaration | | |
| Do you or your partner have any financial interest in or hold a Directorship in any business or enterprise based in Letchworth Garden City? | | |
|  |  | Yes No |
|  | | |
| If yes, please give details of the business / enterprise and your relationship(s) with it |  |  |
|  |  |  |
| Partner’s name |  |  |
|  |  |  |
| Partner’s employer or business |  |  |

Finally, please write and tell us in 300 words what prompted your interest in becoming a Governor of the Heritage Foundation. Should you be appointed, this statement, or part of it, may be used on our website.

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| From what you know about the Heritage Foundation what do you feel are your key skills and interests and how do you feel these could assist us in taking forward the Foundation’s strategy, engaging with the local community and fulfilling our charitable objects?  Please continue on a separate sheet if required. | | | | | | |
| I agree to pay the sum\* of £1 upon appointment for my one share in the Foundation as required by Rule 12(a)(ii). (No payment is required if you are already a Governor.)  \*If paying by cheque, please make payable to “Letchworth Garden City Heritage Foundation”. | | | | | | |
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| Signed |  |  |
|  |  |  |
| Date |  |  |
|  |  |  |
| Please return your completed Application Form, along with a completed Declaration of Interests Form, a signed Confidentiality Agreement and a signed Code of Conduct for Governors **by 5pm on 28th March 2024** to Governance Support Executive, Letchworth Garden City Heritage Foundation, One Garden City, Broadway, Letchworth Garden City, Hertfordshire SG6 3BF or email them to [jo.walker@letchworth.com](mailto:jo.walker@letchworth.com) Yor application will be considered incomplete if any of the forms listed above aren’t returned with the application.  Letchworth Garden City Heritage Foundation is a Registered Society under the Co-operative and Community Benefit Societies Act 2014. Registered Society includes a Community Benefit Society | | | |

Declaration:

Letchworth Garden City Heritage Foundation (LGCHF) will only collect personal data relevant to the selection process, and will process that data in compliance with the Data Protection Act 2018 / UKGDPR. Your personal data will only be shared with persons directly involved in the selection process, and LGCHF will retain your personal data for only as long as it remains relevant to LGCHF.

For further information please ask for a copy of our general recruitment privacy policy.

For information on your data rights, go to [www.ico.org.uk](http://www.ico.org.uk)