



Vacancy Notification Form for Schools

If you have a vacancy (or vacancies) on your school Governing Body, and would like the School Governors' One-Stop Shop to try and find a suitable volunteer, please complete this form.

(Boxes marked with an asterisk must be completed).

Name of School*

Local Authority*

Type of School*
(tick boxes as appropriate)

Nursery	<input type="checkbox"/>	Primary	<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Special Needs	<input type="checkbox"/>
Community	<input type="checkbox"/>	Foundation	<input type="checkbox"/>	Specialist	<input type="checkbox"/>	Academy	<input type="checkbox"/>

Address*

School Telephone*

School Fax*

School E-mail*

Name* and position* to whom volunteer application form(s) should be sent. (e.g. Headteacher/Chair)

Contact Telephone Number*

Contact e-mail*

Number of governors required*

Do you need governors with specific skills. If so please specify the skills needed?

Required Start Date*

You may wish to provide examples of the School Prospectus or Governors' Report to Parents. Alternatively you may wish to provide the School's Web-site address which we will pass on to potential governors.

School web site

We are often able to carry out a number of activities to advertise specific governor vacancies. Please select (by ticking the appropriate boxes) those activities you are happy to take place.

Listing on SGOSS Website

Local Radio

Advertisements through local businesses

Advertisements (in community-related publications)

Press releases (these will be sent to you prior to release)

Leaflet dispensers (for dentists & doctors surgeries, libraries, etc)

Posters

Signature*

Date*

Name in full and using CAPITALS please*

Position*

Please send the completed and signed form to:

School Governors' One-Stop Shop
Unit 11, Shepperton House, 83-93 Shepperton Road, London N1 3DF

Phone: **0207 354 9805**

Fax: **0207 288 9549**

E-mail: **info@sgoss.org.uk**

Website: **www.sgoss.org.uk**

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