Trustee Application Form

**Generic_Purple_chimney 2014**

**You must complete all sections of the Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and completed fully.**

**Curriculum Vitae will not be accepted.**

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| --- | --- |
| Position applied for: | Closing date: |
| Where did you first learn of this vacancy? | |

**Personal Details and Contact Details**

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| --- | --- | --- | --- |
| Title: Surname: Forenames (in full): | | | |
| Please also provide details of any former names (if applicable) | | | |
| Home Address: | | Daytime Telephone No: |  |
| Evening Telephone No: |  |
| Mobile No: |  |
| National Insurance No: |  |
| Post Code: |  | e-mail: |  |

**References**

Please provide details of two referees who would be willing to provide a reference.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name: | | Name: | |
| Relationship to applicant: | | Relationship to applicant: | |
| Position: | | Position: | |
| Employer/University/College Name: | | Employer/University/College Name: | |
| Address: | | Address: | |
| Post Code: |  | Post Code: |  |
| Telephone No: |  | Telephone No: |  |
| E-mail: |  | E-mail: |  |

**Employment History** (Please below, details of your employment history including your current position and Employer)

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**Relevant Expertise**

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**Why do you wish to become a Trustee for our Organisation?**

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**The Person Specification outlines some of the key skills we seek in a potential Trustee of Safer Places. Please indicate against each of the broad categories how you think your own skills and experience would enable you to fulfil the role of a Trustee as described in the job description.**

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| **Key Skills** | Narrative |
| Interpersonal skills |  |
| Teamwork |  |
| Communication |  |
| Strategic perspective |  |
| Intellectual and technical ability |  |
| Drive and determination |  |
| Leadership |  |
| Experience |  |
| Equal Opportunities |  |

**Membership of Professional Associations or Statutory Body**

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| --- | --- | --- | --- | --- | --- | --- |
| Organisation Name | Level of Membership/Role/Registration No. (if applicable) | | | Registration Date | | |
|  |  | | |  | | |
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| Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. \*If Yes – please provide details in a sealed envelope and attach with this form | | Yes\* |  | | No |  |

1. **Standard / Enhanced DBS Check:**

All posts are subject to a Standard or Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure.

The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act. <https://www.gov.uk/tell-employer-or-college-about-criminal-record>

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (see notes and links above)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details in the space provided below. The information you provide will be treated in confidence.*** |
| **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (see notes and links above)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details in the space provided below. The information you provide will be treated in confidence.*** |
| **Are you currently the subject of any police investigations following allegations made against you?**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES\* |  | NO |  | (tick whichever is appropriate) |   \****If yes, please give details in the space provided below. The information you provide will be treated in confidence*** |

**B) Safeguarding Declaration**:

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| I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups (children, young people and adults) and I am not on either of the two DBS ‘barred lists’ (previously called ISA barred list) * I am not subject to any sanctions or conditions on my employment     Signed: Print Name:  Date: |

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| **C Trustee Declaration** |
| I declare that:  • I am over age 18  • I am not an undischarged bankrupt  • I have not previously been removed from trusteeship by the Court or the Charity Commission  • I am not under a disqualification order under the *Company Directors’ Disqualification Act 1986*  • I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)  • I am in the light of the above, not disqualified by the *Charities Act 1993* (section 72) from acting as a charitable trustee  • I undertake to fulfil my responsibilities and duties as a trustee of Safer Places in good faith and in accordance with the law and within Safer Places Memorandum and Articles of Association.  • I do not have any financial interests in conflict with those of Safer Places (either in business or through family or business connections) except those I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it    Signed: Print Name:  Date: |

**D) General Declaration**

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| I understand that to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * disciplinary procedures, including dismissal, at any time in the future, and possible criminal prosecution   Signed: Print Name:  Date: |

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| **Availability:**  Are there any dates when you are not available for interview? |
| **PLEASE RETURN THIS FORM TO**: The Recruitment Manager, Safer Places P O Box 2489, Bush Fair, Harlow, Essex, CM18 6NS. Email: recruitment@saferplaces.co.uk |

**Data Protection**

Data Protection accordance with the Data Protection Act 1998, this organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed.

**EQUAL OPPORTUNITIES MONITORING FORM - IS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will not be used as part of any selection process)**

Please help Safer Places prevent unfair discrimination by answering ALL of the following questions and ticking the appropriate box. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| Post Title: | Post No: | |
| First name(s): | Surname: | |
| Date of Birth: | Male: | Female: |
| **Ethnic Origin/Nationality:** **My Ethnic Origin is:**  Please quote a number from the list given below   |  |  |  | | --- | --- | --- | | **White** | **Mixed** | **Asian** | | 01 British | 21 Black and White Caribbean | 41 Indian or British Indian | | 02 Irish | 22 Black and White African | 42 Pakistani, British Pakistani | | 19 Other white | 27 Chinese and White | 43 Bangladeshi, British Bangladeshi | |  | 28 Any other mixed background | 44 Other Asian, British Asian | |  |  |  | | **Black** | **Other** |  | | 61 Caribbean | 81 Chinese | 99 Prefer not to say | | 62 African | 85 Any Other |  | | 63 Other Black or Black British | |  | |  | |  | | | |
| **Sexual Orientation:**  Bisexual Gay Heterosexual Lesbian Prefer not to say | | |
| **Religion** (please tick one box only; categories determined by Office of Population Census and Surveys):  Christian Buddhist Hindu Jewish Muslim  Sikh All other religions, beliefs or faiths No religion Prefer not to say | | |
| **Disability:**  The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.  Do you consider yourself to be disabled? Yes No  If Yes what is the nature of your disability?  If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements:  We will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a post vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager so that you can be considered under the two ticks scheme.    Signature Print name in full | | |
| It would also help us to know any barriers you have faced when dealing with us and we would be grateful if you would also use this space to make suggestions on how we can improve. | | |