**APPLICATION FORM FOR TRUSTEE**

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| **GUIDELINE NOTES FOR COMPLETION:**   * Please complete the form clearly and concisely in black ink or type. * If you wish you may also send a CV along with this form, but this is not a requirement. * The information provided on this form will remain private and confidential. It will only be used for recruitment and selection. For more information please refer to our Privacy Notice for Recruiting.   Please complete and return the form by Friday 28th February at 5pm.   * by email to Caroline Boyd at carolinehboyd@gmail.com or * by post to Caroline Boyd, 28 Whitehead Drive, Wellesbourne CV35 9PW, marking it   ‘Private and Confidential’. |

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Full Name |  | |
| Address |  | |
| Contact details | Tel. (home) |  |
|  | Tel. (mobile) |  |
|  | Tel. (work) may we contact you here? Yes / no |  |
|  | Email |  |

**ELIGIBILITY TO BE A TRUSTEE:**

|  |  |  |
| --- | --- | --- |
| Please confirm you are at least 16 years old? | | Yes / No |
| Do you hold an unspent criminal conviction for anything which may be considered relevant for this application e.g. dishonesty or deception? | | Yes / No |
| Have you ever been removed as a trustee of a charity due to misconduct or mismanagement? | | Yes / No |

**EMPLOYMENT AND VOLUNTEERING HISTORY:**

Please tell us about your work history, whether paid or unpaid work.

|  |  |
| --- | --- |
| Current or most recent role | |
| Organisation |  |
| Position |  |
| Brief outline of duties |  |
| Dates held this role |  |

|  |  |
| --- | --- |
| Previous role (continue on a separate sheet if needed) | |
| Organisation |  |
| Position |  |
| Brief outline of duties |  |
| Dates held this role |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Previous role | |
| Organisation |  |
| Position |  |
| Brief outline of duties |  |
| Dates held this role |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Previous role | |
| Organisation |  |
| Position |  |
| Brief outline of duties |  |
| Dates held this role |  |
| Reason for leaving |  |

**QUALIFICATIONS AND RELEVANT TRAINING:**

(please list anything you feel might be beneficial in this role)

|  |  |  |
| --- | --- | --- |
| Level | Course | Date |
|  |  |  |
|  |  |  |
|  |  |  |

**MOTIVATION AND SUITABILITY:**

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| --- |
| Please outline briefly why you are applying for the role of trustee highlighting any particular skills, knowledge, experience or personal characteristics that you feel make you a suitable candidate. |
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| Please tell us a little about your Christian faith and practice. |
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**REFEREES:**

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| --- |
| Please give details of two referees. One should ideally be someone who knows you in a work capacity (whether employment or volunteering), and the other should have known you personally for more than two years and be able to provide a character reference. Please seek the permission of referees before giving their contact details. References are normally taken up after candidates have attended an interview. |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Capacity in which known to you |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Capacity in which known to you |  |

**DECLARATION:**

|  |  |
| --- | --- |
| As New Hope is an organisation with a Christian Ethos, it is essential that the successful applicant is willing to work in accordance with this. By signing below you are declaring that you are willing to accept the New Hope Christian Ethos Statement. | |
| Please read and if you understand and agree, sign below. | |
| I declare to the best of my knowledge and beliefs, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from appointment or serving as a trustee.  I understand that this appointment is subject to clearance by the Disclosure and Barring Service.  I understand that the information provided on this form will remain private and confidential and will be used only for the purpose of recruitment and selection; and that the processing of this data will take place in compliance with data protection legislation. | |
| Signed |  |
| Print name |  |
| Date |  |

Please note trustees are required by the Charity Commission to complete a declaration to state that they are not disqualified from serving as a trustee. More information about eligibility to serve can be found on gov.uk (see section 3.1 Who can be a trustee)

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

|  |  |
| --- | --- |
| Please tell us how you found out about this trustee vacancy? |  |