

**TRUSTEE APPLICATION FORM**

###### Please submit a short curriculum vitae (2 pages max) together with this application form. Please note that this is in addition to the information given on the application form, not in substitution for it. The application form should be completed and submitted to judy.dalton@shilohrotherham.org.uk or posted to Judy Dalton, Shiloh Rotherham, 15 Station Road, Masbrough, Rotherham, S60 1HN.

|  |  |
| --- | --- |
| Name |  |
| Home Address |  Post Code |
| Telephone | Home |  | Mobile |  |
|  | Work |  |  |
| E-mail |  |
| Have you been a Charity Trustee before? | **YES / NO** |
| If Yes, please give details |
| Do you understand and feel able and willing to commit the necessary time, preparation and effort to the proper discharge of the responsibilities of a trustee? | **YES / NO** |
| Please tell us how you fulfill the criteria In each section below, please give a brief outline of how your skills, knowledge and experience fit the criteria. **Please give demonstrable examples wherever possible to support your application.**  |
| **Summarise why you want to be a trustee and how you feel you could contribute to the trustees’ work for Shiloh? Please limit your response to 300 words.**  |
| **Knowledge and Understanding*** Understanding of the voluntary and Community Sector
* An understanding of the role of a trustee and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Understanding of governance
* Knowledge or experience of committee procedures

**Please limit your response to 250 words.** |
| **Key Skills and Abilities*** Ability to offer creative strategic direction
* Good communication skills across all levels
* Excellent planning and organisational abilities
* A team player, respecting different views and able to work with Board colleagues and management
* Able to build strong relationships and champion Shiloh

**Please limit your response to 250 words.** |
| **Personal Attributes*** Commitment to the organisation and willingness to devote the required time and effort
* Good listener, open to others’ views and welcomes feedback on own contribution.
* A problem-solving ‘can-do’ approach
* A willingness to uphold the principles of public service: selflessness; integrity; objectivity; accountability; openness; honesty; leadership

**Please limit your response to 250 words.** |
| **Below is a list of specific skills and experience which would be helpful to bring to the Board. Please indicate against each relevant area whether it is your Principle skill, by writing ‘P’, or a secondary skill where you have experience, by writing ‘S’.** |
|  | P/S |  | P/S |
| Human Resources |  | Business Management |  |
| Financial / Accounting |  | Marketing / Communications / P.R. |  |
| Fund Raising |  | Health and Social Care |  |
| Legal |  | Cultural |  |
| Estate/Facilities Management |  | Contract and tendering |  |

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| **Checklist for eligibility to be a Charity Trustee**  | **YES / NO** |
| Are you over the age of 18 years ? |  |
| Have you ever been convicted of any offence involving dishonesty or deception? |  |
| Have you been convicted of a crime and sentenced to imprisonment within the last 5years? |  |
| Have you ever been disqualified from being a company director? |  |
| Have you been removed from the office of charity trustee or trustee for a charity by anOrder made by the Charity Commissioners or the High Court on the grounds of anymisconduct or mismanagement? |  |
| Are you currently decalred bankrupt or have you made a composition or arrangement with, or granted a trust deed for, your creditors (ignore if discharged from such an arrangement)?  |  |
| Are you subject to a disqualification order under the Company Directors Disqualification Act 1988 or to an Order made under section 429(b) of the Insolvency Act 1986? |  |
| Have you read the Charity Commission booklet CC3: The Essential Trustee?  |  |
| Are you disqualified under the Protection of Vulnerable Adults List ? |  |

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| **Conflict of Interests**  | **YES / NO** |
| Have you, or any organisation you are a member of, represent, or have a pecuniaryinterest in ever been a beneficiary of the Charity you are applying for? |  |
| Have you, a family member, or your employer, undertaken work for or supplied goods or services to the Charity? (if yes, give details) |  |
| Please list any other potential conflicts of interest that you are aware of:(note: conflicts of interest will not necessarily prevent you from being a trustee) |  |

**References**

Please give the name and address of two referees who can comment on your suitability for this role. Please note references from relatives are not acceptable.

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| Name |  |  | Name |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position |  |  | Position |  |

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| --- | --- | --- | --- | --- |
| Organisation |  |  | Organisation |  |

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| Address |  |  | Address |  |
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| --- | --- | --- | --- | --- |
| Telephone |  |  | Telephone |  |

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| Email |  |  | Email |  |

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| Relationship to you |  |  | Relationship to you |  |

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| **Declaration of Willingness to be appointed*** I declare that the information supplied on this Application Form is true and accurate, and authorize you to contact the two referees named above for any further information you may require in relation to my application.
* I hereby explicitly consent to Shiloh Rotherham holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998
* I will, if appointed, undertake a Disclosure and Barring Service check

Signed ............................................... Print Name: ............................................ Date: ................................. |