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**Trustee Application Form - Treasurer**

| **Post Details** |
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This application is for the role of **Treasurer** as part of our Board of Trustees**.** Please email a short CV together with your completed application to recruitment@shilohrotherham.org.uk

| **Your Details** |
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| **Full Name:** |  |
| --- | --- |
| **Address (inc. Postcode):** |  |
| **Phone:** |  |
| **Email:** |  |

| **Have you been a charity trustee before?**   | Yes / No |
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| **If yes, please give details:** |

**Please summarise below, in no more than 300 words, why you would like to be a Trustee for Shiloh and how you could contribute to its work.**

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| **The Role of Trustee / Treasurer** |
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**In each section below, please describe your experience, referring to the Role Description and Person Specification to guide your responses.**

| **Knowledge and Understanding**Please tell us about your understanding of ;* the voluntary and community sector
* the role of a Trustee / Treasurer
* governance of a charity
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| **Key Skills & Abilities**Please give us examples of when you have;* used analytical skills to guide decision making
* shown good communication skills
* shown teamwork skills, demonstrating a respect for different views
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| **Personal Attributes**Please tell us more about yourself. Are you;* able to commit the time and effort needed to fulfill the role?
* a good listener, open to others views and welcoming to feedback?
* a problem solver with a can-do attitude?
* willing to uphold the principles of public service?
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| **Below is a list of specific skill and knowledge areas. Please tick if any of these are also relevant to your experience.** |
| * Human Resources
* Fundraising
* Contracting/Tendering
* Legal
 | * Business Management
* Health & Social Care
* Communications & PR
* Estate/Facilities Management
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| **Eligibility Checklist** |
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| Are you over the age of 18 years ? | Yes / No |
| --- | --- |
| Have you ever been convicted of any offence involving dishonesty or deception? | Yes / No |
| Have you been convicted of a crime and sentenced to imprisonment within the last 5 years? | Yes / No |
| Have you ever been disqualified from being a company director? | Yes / No |
| 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 any misconduct or mismanagement? | Yes / No |
| Are you currently declared 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)?  | Yes / No |
| 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? | Yes / No |
| Have you read the Charity Commission booklet CC3: The Essential Trustee?  | Yes / No |
| Are you disqualified under the Protection of Vulnerable Adults List? | Yes / No |

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

| **Interview Availability & Arrangements** |
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Are there any dates when you will not be available for an interview? Are there any reasonable adjustments we can make to help you with your application or our recruitment process?

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| **References** |
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Please give the name, phone number and email of two referees who can comment on your suitability for this role. Please also state their relationship with you. References from relatives will not be accepted.

Referee 1

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Referee 2

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| **Declaration of Willingness to be Appointed** |
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I declare that the information supplied on this application form is true and accurate, and authorise you to contact the two referees named above for any further information you may require in relation to my application. I also give my consent to Shiloh Rotherham processing the data supplied in this application form for the purpose of selection and recruitment\*.

**Name:**

**Signature:**

**Date:**

*\*Shiloh Rotherham will process the information contained within this application form in line with the General Data Protection Regulation (2016) as follows: Successful applicants: This information will be added to the individual’s personnel file. The retention period for trustees is the duration of their service plus 6 years, after which time the information will be securely destroyed. Unsuccessful applicants: The retention period is 12 months; then, the information will be securely destroyed.*