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trustee application form

PP

2020

Thank you for applying to volunteer as a Trustee for our charity. We welcome skills gained through volunteering and work. Please complete this form and return it to us.

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| Personal Details | | | |
| **Title:** | **First name(s):** | | |
| **Surname:** | | | |
| **Address:** (for correspondence) | | | |
| **Postcode:** | | **Email:** | |
| **Landline:** | | | **Mobile:** |
| Background | | | |
| Please tell us something about yourself, in terms of paid employment, qualifications, community activities and volunteering. | | | |
| Interest and Motivation | | | |
| Please explain why you would like to become a Trustee of KeySteps. | | | |
| Skills | | | |
| Please tell us what skills, knowledge and experience you have that you think might be useful to our charity. | | | |

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| References | |
| Please supply us with the names and contact details of two referees whom we may contact. | |
| **Name:** | **Name:** |
| **Address:** | **Address** |
| **Postcode:** | **Postcode:** |
| **Email:** | **Email:** |
| **Relationship to you:** | **Relationship to you:** |

Application Process

Our application process is as follows:

* + Application form completed
  + Interview
  + Appointment
  + Induction

Eligibility to become a trustee

The Charity Commission has rules on who can and cannot be a trustee. These rules are known as the ‘automatic disqualification’ rules. Where the automatic disqualification rules apply they have the effect of ‘disqualifying’ that individual from being a trustee or working in certain senior managerial roles in charities. However, it is possible to apply for clearance from the Charity Commission. This is known as applying for a waiver.

There are over 11 million people with a criminal record and the vast majority will not be affected by these rules. For example, unless a person is on the sex offenders register, if their conviction is spent under the Rehabilitation of Offenders Act 1974 then it doesn’t prevent them under these rules.

To ensure a fair and open recruitment process, we will only ask you about eligibility to become a trustee after we have offered the role. At that stage, we will ask you to disclose whether you are disqualified, and if so the reason/s why. Disqualified people can apply to the Charity Commission for a waiver and, following our own assessment, we will support applicants through this process if we believe they are the right candidate for the role.

Declaration of Interests - Please complete where appropriate.

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| **Employment** |  |
| Any previous employment in which you continue to have a financial interest. |
| **Appointments (voluntary or otherwise)** |  |
| Details of trusteeships, directorships, local authority membership, tribunals etc. Please also state if you have been involved in a company that has been either liquidated, gone into receivership or administration. |
| **Membership of any professional bodies etc.** |  |
| Details of membership of any professional bodies, special interest groups or mutual support organisations. |
| **Investments** |  |
| Details of any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests. |
| **Declaration of interests of immediate family** |  |
| Details of business interests, company directorships and trusteeships of immediate family (to include spouse / partner, siblings, children and parents). Include name of family member, relationship to you, organisation name and nature of interest. |

I declare that the above information is correct. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

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| **Signed:** | **Date:** |
| **Print Name:** |  |

Data Protection

Your Data will be held in strictest confidence and will be used only for the purpose of the selection of Trustees.