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# **Trustee Application Form**

Please complete all sections, expanding boxes where needed.

Once completed and signed, your application should be marked as ‘Confidential’ and returned as follows:

1. Preferably by email to tcrowhurst@dapwales.org.uk or,
2. By post to: Mr Tony Crowhurst, Disability Advice Project, Unit 9A, Avondale Ind Estate, Avondale Way, Cwmbran, NP44 1UG

**The closing date for applications is midday on Tuesday 16th November 2021**

We would also be grateful if you could also complete the equal opportunities monitoring form and return with your application – they will be held separately.

Please note that all data will be held in the strictest confidence, in line with our GDPR policy and will only be used for the purpose of selection of trustees.

Please indicate which skills you could bring to your trustee board.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Finance |  | HR Skills & Knowledge |  | Disability Experience |  | 3rd Sector  Experience |  | Belief in ethos of DAP |  |

### Personal details

|  |
| --- |
| Title:  First name(s):  Name you like to be called:  Surname:  Address (for correspondence):  Postcode  Daytime Tel: Mobile:  Email: |

### Interest and motivation

Please explain why you would like to apply for the position of trustee of DAP.

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### Employment history

Please list below, details of current or most recent employment and employer and a brief employment history. (You may wish to attach a separate CV to the application form).

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### Relevant expertise

Please provide any further information, includingrelevant life experience, memberships, board level positions, qualifications held or other expertise which you feel may be beneficial to this application.

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### References

Please supply us with the names and contact details of two referees that we may contact.

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| --- |
| Name:  Address:  Postcode:  Tel: (daytime)  Email:  Relationship: |

|  |
| --- |
| Name:  Address:    Postcode:  Tel: (daytime)  Email:  Relationship: |

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. We have separate guidance on these rules, as does the [Charity Commission](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions).

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**

|  |  |
| --- | --- |
| 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.

**Signed:**

**Name: Date:**