# TRUSTEE APPLICATION FORM

**Part A – Personal Information**

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| **Personal details:** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | Name you prefer to be known by |  |
| Home address & postcode: | Address:  Postcode: | | |
| Home tel no: |  | Mobile no: |  |
| Work tel no: |  | Work Email address: |  |
| Preferred email address for NDH correspondence: |  | | |
| Nationality: |  | | |

**Part B** – about your present or most recent employment

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| --- | --- | --- | --- |
| **Current or most recent employer’s details:** | | | |
| First name: |  | Surname: |  |
| Position held: |  | Dates  (from – to) |  |
| Employers address & postcode: | Address:  Postcode: | | |
| **Previous employers details:** | | | |
| First name: |  | Surname: |  |
| Position held: |  | Dates  (from – to) |  |
| Previous employers address & postcode: |  | | |

Please provide the name, telephone number, and address of TWO referees who are not related to you (where possible one should be your most recent employer):

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| --- | --- | --- | --- | --- | --- |
| **Referee one:** | | | | | |
| Title: |  | First name: |  | Surname: |  |
| Address & postcode: | Address:  Postcode: | | | | |
| Telephone no: |  | Email address: |  | | |
| **Referee two:** | | | | | |
| Title: |  | First name: |  | Surname: |  |
| Address & postcode: | Address:  Postcode: | | | | |
| Telephone no: |  | Email address: |  | | |

**Part C** – about other voluntary organisations you support or have supported:

|  |  |
| --- | --- |
| Organisation | Role/type of support |
|  |  |
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**Part D** – about your interest in North Devon Hospice

1. Please describe why you are interested in North Devon Hospice’s work

(No more than 2 sides of A4 on a separate sheet)

1. Please explain, by referring to the Trustee role description, how you feel you can help the North Devon Hospice (no more than 2 sides of A4 on a separate sheet)

**Part E** – about your qualification to be a Trustee:

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| --- | --- | --- | --- | --- | --- | --- |
| **Directorships Currently or Previously Held** | | | | | | |
| Please detail below any directorships currently or previously held  (please continue on a separate sheet if required) | | | | | | |
| **Company Name** | **Company Address** | **Company Status** | **Position Held** | **Date From** | **Date**  **To** | **Reason for leaving** |
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| **Criminal Record Disclosures and Convictions:** |
| **Convictions**  North Devon Hospice has a duty to provide a safe environment for patients, staff, volunteers and visitors as well as legal and organisational obligations.  The hospice undertakes not to discriminate unfairly against anyone on the basis of a criminal record, conviction or other information revealed in this declaration. The disclosure of a criminal record or other offences will not necessarily bar an applicant from volunteering. In all such cases, the relevance of the criminal record will be weighed against the potential risks to the hospice.  Failure to disclose previous convictions and/or cautions could result in the withdrawal of an offer of a volunteering role. Any information will be treated in the strictest confidence and will only be taken into account where relevant to the post. The information you provide will only be seen by those who need to see it as part of the recruitment process. Please refer to the Rehabilitation of Offenders Policy on our website for further information.  Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?  If yes, please give details (date and conviction)  Do you have any UNSPENT cautions, reprimands or final warnings in the United Kingdom or in any other country?  If yes, please give details (date and information) |

Any person aged 18 or over and of sound mind can act as a Charity Trustee provided that they are not disqualified by law.

In signing this application form, I am declaring that I am not disqualified from acting as a charity trustee because of section 178 of the Charities Act 2011 (see appendix 1 below).

SIGNED Date:

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| **GDPR (General Data Protection Regulation) Volunteer Recruitment Statement** |
| By submitting this application form to North Devon Hospice you are consenting to the processing and storage of your personal data in order that you can progress through our volunteer recruitment process.  We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to Acevo / UCheck (a service for managing and processing Disclosure & Barring Service clearance applications) and other government agencies. We will also, as required, contact those individuals named as your referees to confirm your suitability for the role(s) you are applying for.  Your data will only be used for your volunteering role and to comply with our statutory and legal obligations.  If your application is unsuccessful we will retain your information for 12 months; after this date it will be safely destroyed.  If your application is successful we will retain your information for the duration of your commitment and up to 6 years after you cease volunteering.  Please refer to North Devon Hospice’s Privacy Notice for Staff and Volunteers for more information. |

**Equality Monitoring**

North Devon Hospice is committed to equality, diversity and inclusion and as such, expects all staff and volunteers to share this commitment. The hospice seeks to support this through ensuring that all stages of recruitment and selection are non-discriminatory and individuals are offered roles on the basis of ability and the requirements of the role (as detailed in the Person Specification). Please refer to the Equality Policy on our website for further information.

The information you enter on this Equality and Diversity monitoring form will be used for monitoring purposes only. The details disclosed below will not be seen by those responsible for shortlisting or interviewing. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. This information is kept confidential and accessibility is strictly limited in accordance with GDPR (General Data Protection Regulation).

**Gender**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Transgender |  | Non-binary |  |
| Do not wish to disclose |  |  |  |  | | |  |

**Age**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 14-25 |  | 26-35 |  | 36-45 |  | 46-55 |  |
| 56-65 |  | 65+ |  | Do not wish to disclose | | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Marital Status** | | | | | | | |
| Single |  | Married |  | Civil Partnership |  | Separated |  |
| Divorced |  | Widowed |  | Other |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sexual Orientation** | | | | | | | |
| Lesbian |  | Gay |  | Heterosexual |  | Bisexual |  |
| Do not wish to disclose |  |  |  |  |  |  |  |

**Religion or Belief**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Buddhist |  | Christian |  | Hindu |  | Jewish |  |
| Muslim |  | Sikh |  | Other |  | No religion |  |
| Do not wish to disclose |  |  |  |  |  |  |  |

**Ethnic Origin**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **White** | | | | **Black or Black British** | | | |
| British |  | Irish |  | Caribbean |  | African |  |
| European |  | Other |  | Other | | |  |
| **Mixed** | | | | **Asian or Asian British** | | | |
| White & Black Caribbean |  | White & Asian |  | Indian |  | Pakistani |  |
| White & Black African |  | Other |  | Bangladeshi |  | Other |  |
| **Chinese or Other Ethnic Group** | | | |  | | | |
| Chinese |  | Any other ethnic group |  | Do not wish to disclose | | |  |

**Disability**

If yes, please state the type of impairment(s) that apply to you:

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| --- | --- | --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes |  | No |  | Do not wish to disclose |  |

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| --- | --- | --- | --- | --- | --- |
| Physical impairment |  | Sensory impairment |  | Mental health condition |  |
| Learning disability/difficulty |  | Long standing illness |  | Do not wish to disclose |  |

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| **Thank you for taking the time to apply to become a volunteer for**  **North Devon Hospice.**    **Please return your completed form to:**  **Volunteers Office, North Devon Hospice**  **Deer Park, Newport**  **Barnstaple**  **Devon**  **EX32 0HU**  **or by email to:** [**volunteering@northdevonhospice.org.uk**](mailto:volunteering@northdevonhospice.org.uk)  **If you have any queries or wish to discuss anything in more detail, please call:**  **Susan Friend, Volunteer Coordinator on 01271 347226, or**  **Sharon Johnson, Volunteer Administrator on 01271 347227.** |

**Appendix 1**

1. **Unspent convictions for specific offences**

|  |  |  |
| --- | --- | --- |
| Legal disqualifying reason | Legislation (where relevant) | Exceptions and notes |
| 1. Unspent conviction for an offence involving dishonesty or deception | There is more information about what is meant by a dishonesty/deception offence atwww.GOV.UK | A person is no longer disqualified by the automatic  disqualification rules if and when their conviction is spent    You can use this guidance from [the charity Unlock](http://hub.unlock.org.uk/information/charities/) to work out when your conviction becomes spent, and so no longer disqualifies you from being a charity trustee and from holding certain senior manager positions at a charity.  You can also look at [the Nacro website](https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/)  [or at GOV.UK](https://www.gov.uk/exoffenders-and-employment) for information about when convictions become spent |
| 2. Unspent conviction for specified terrorism offences | Offences:   * to which Part 4 of the Counter-Terrorism Act 2008 applies; or * under sections 13 or 19 of the Terrorism Act   2000under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence |
| 3. Unspent conviction for a specified money laundering offence | A money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002 |
| 4. Unspent conviction for specified bribery offences | An offence under sections 1,2,6 or 7 of the Bribery Act 2010 |
| 5. Unspent conviction for the offence of contravening a Charity Commission Order or Direction | An offence under section 77 of the Charities Act 2011 - contravening a Commission Order or Direction |
| 6. Unspent conviction for offences of misconduct in public office, perjury, or perverting the course of justice |  |
| 7. Unspent convictions for aiding attempting or abetting the above offences | In relation to offences at 1-6 above, an offence of:   * attempt, conspiracy, or incitement to commit the offence * aiding, or abetting, counselling or procuring the commission of the offence * under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence |

1. **Other legal disqualifying reasons - non financial**

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| --- | --- | --- |
| Legal disqualifying reason | Legislation (where relevant) | Exceptions and notes |
| Being on the sex offenders register | Where a person is subject to notification requirements of Part 2 of the Sexual Offences Act 2003, commonly referred to as being on the sex offenders register | Note - If these notification requirements apply to a person, they are disqualified by the automatic  disqualification rules even if their offence is spent |
| Unspent sanction for contempt of Court | Where a person has been found to be in contempt of court for making, or causing to be made, a false statement or making (or causing to be made ) a false statement in a document verified by a statement of truth | A person is no longer disqualified by the automatic  disqualification rules if and when the sanction for contempt becomes spent |
| Disobeying a Commission Order | Where a person has been found guilty of disobedience to an order or direction of the  Commission under section 336(1) of the Charities Act 2011 |  |
| Being a designated person  (under specific antiterrorist legislation) | Where a person is a designated person for the purposes of:   * Part 1 of the Terrorist Asset-Freezing etc. Act 2010; or * The Al Qaida (Asset Freezing) Regulations 2011 |  |
| Being a person who has been removed from a relevant office | Where a person has been removed:   * from the office of charity trustee, officer, agent or employee of a charity by an Order of the Commission under s79 of the Charities Act 2011, or earlier relevant legislation, or by a High Court Order, on the grounds of any misconduct or mismanagement in the administration of the charity * under s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005, or earlier relevant legislation, from being concerned in the management or control of any body |  |
| Director disqualification | Where a person is subject to:   * a disqualification order under the Company   Directors Disqualification Act 1986 or The  Company Directors Disqualification  (Northern Ireland) Order 2002 (SI  2002/3150; (N.I.4)); or   * an order made under s429(2) of the Insolvency Act 1986 (failure to pay under a   County Court administration order) | **Exception** - There is no disqualification **if the court has granted leave for a person to act as director of the charity** (as described in section 180 of the Charities Act 2011) |

1. **Other legal disqualifying reasons - financial**

|  |  |  |
| --- | --- | --- |
| Title | Legislation (where relevant) | Exceptions and notes |
| Insolvency | Where a person is:   * an undischarged bankrupt * subject to any of the following: * an undischarged   sequestration Order   * a bankruptcy restrictions Order * an interim Order * a moratorium period under a debt relief Order under Part 7A of the Insolvency Act 1986 * a debt relief restrictions Order or an interim Order under   Schedule 4ZB to the Insolvency Act 1986 | **Exception** - There is no disqualification for these reasons **if the charity concerned is a company or CIO and leave has been granted** under s11 of the Company Directors  Disqualification Act 1986 (undischarged bankrupts) **for a person to act as director of the charity (s180 Charities act 2011.** |
| Where a person has made a composition or arrangement with, or granted a trust deed for, their creditors and has not been discharged in respect of it |  |