

Trustee Application Form

The aim of this application form is to provide the short listing and selection panel with information about your skills, knowledge and abilities. You must ensure that your application gives clear evidence in relation to the criteria set out in the Trustee Role Descriptions. Please ensure that you read the questions carefully and answer them as fully as possible. Please also complete the Equal Opportunities Monitoring Form attached.

The information provided on this application form will be used in the recruitment process and will be included in the volunteer personnel records kept of successful candidates.

Personal information (Confidential)	
Please return this form to secretary@starsdorset.org	
How did you hear about the vacancy?	
Personal details	
Title:	
Name:	
Address:	
Postcode:	
Email:	
Telephone (landline):	
Telephone (mobile):	
Which is your preferred contact?	<input type="checkbox"/> Email <input type="checkbox"/> Landline <input type="checkbox"/> Mobile
Skills	
Please complete the attached STARS Dorset Trustee Skills Audit form and return with your application.	
Employment history	
Please list below, details of your employment history including your current position and employer if you are still employed. (You may wish to attach a separate CV to the application form).	

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Interest and Motivation

Please explain why you would like to apply for the position of trustee of STARS – Dorset Rape Crisis

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Relevant Expertise

Please provide any further information including any memberships, courses attended, board level positions, qualifications held, voluntary work, responsibilities you have obtained or other expertise which you feel may be relevant to this application.

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References

Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain references. One should be your current employer if you are working.

Reference 1

Type of Reference:

Employer Educational Personal

Employer Name:

Educational Establishment:

Name:

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Contact telephone:
Contact email:
Address:
Postcode:
Referee Job Title:
Relationship to you:
Can the referee be contacted prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference 2
Type of Reference: <input type="checkbox"/> Employer <input type="checkbox"/> Educational <input type="checkbox"/> Personal
Employer Name: Educational Establishment:
Name:
Contact telephone:
Contact email:
Address:
Postcode:
Referee Job Title:
Relationship to you:
Can the referee be contacted prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No
Accessibility & Health Needs
An accessibility or health problem does not preclude full consideration for the role. Applications from people with accessibility needs, who meet the criteria are welcome. The Equality Act 2010 defines disability as a 'physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'. Based on this definition, do you consider yourself to have a disability? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please state the nature of your disability:

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If you have a disability, please indicate whether you would need any particular arrangements to be made, or support provided, if you were invited for interview/offered the post.

Recruitment of former clients

It is STARS Dorset's policy that, in order to maintain appropriate professional boundaries, former clients of the service will not be considered for application for 1 year after their relationship with the service has ended. Have you been a client of STARS Dorset within the last year?

YES NO

Criminal record

Do you have any unspent conditional cautions or convictions under the rehabilitation of Offenders Act 1974?

Please answer yes or no: " Yes " No

Do you have any adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England & Wales) Order 2020?

Please answer yes or no: " Yes " No

All applicants who are offered employment in posts involving access to children or vulnerable adults will be subject to a Disclosure and Barring Service (DBS) check, where appropriate to the role, before appointment is confirmed. This means that you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as "spent" under this Act, any cautions or bind-overs and any prosecutions pending against you. Failure to disclose this information could result in disciplinary action or dismissal by STARS Dorset. Any information will be treated in complete confidence.

Please note: The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

GDPR Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to check your qualifications with, for recruitment purposes only. STARS Dorset will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

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Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Fair Recruitment

To ensure a fair recruitment process we need to know if you know or are related to, any employee, volunteer or Trustee of STARS Dorset. Please note that a close relationship or interest will not necessarily bar an applicant from employment.

YES NO

Declaration

Trustee applicant's declaration of eligibility:

I declare that:

- “ I am over age 18.
- “ I am not an undischarged bankrupt.
- “ I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- “ I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- “ I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- “ I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- “ I undertake to fulfil my responsibilities and duties as a trustee of STARS Dorset Rape Crisis in good faith and in accordance with the law and within STARS Sexual Trauma and Recovery Service's objectives and Code of Conduct for trustees.
- “ I do not have any financial interests in conflict with those of STARS Dorset Rape Crisis (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Signature: _____ Date: _____

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Thank you for completing this application form and for your interest in becoming a Trustee of STARS Dorset Rape Crisis.

Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 1998 and will only be used for the purpose of the selection of trustees.

SIGNED:

Date: