**Wood Street Mission Trustee Application Form**

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**Recruitment Process**

The existing trustees will be responsible for the recruitment of new trustees and form any panel required to consider the applications received. Potential trustees may be interviewed as part of the process.

The Trustees of Wood Street Mission welcome applications from all parts of the community.

Please complete the application form. All information you provide will be treated in the strictest confidence.

**Commitment**

Trustees are appointed for a period of 3 years and then may be eligible for re-appointment. Meetings are held every second month at 4:00pm – normally on the second Wednesday of the month.

**Return Completed Application Form**

Please return your completed Application Form by e-mail to Des Lynch, des@woodstreetmission.org.uk

**PART A – CONTACT DETAILS**

If you are interested in becoming a trustee of Wood Street Mission, please complete this form. The information will help ensure that the Board of Trustees comprises as inclusive and diverse a group of people as possible; with members possessing a range of skills and competencies to support the work of the Charity.

|  |  |
| --- | --- |
| **Name** |  |
| **Contact Address** |  |
| **Telephone** |  | **Mobile** |  |
| **E-mail** |  |

**PART B – YOUR WORK EXPERIENCE**

Please provide information about your present or most recent employment and job role.

Either attach a CV or you can enter the information in the box below. Please expand the box as required.

**Employment experiences:**

**PART C – OTHER EXPERIENCE**

Are you a trustee, member or on the board or committee of any other organisation? Please give details of any other voluntary roles.

**Other experiences:**

**PART D – ABOUT YOUR INTEREST**

Please describe why you are interested in becoming a trustee of Wood Street Mission. Include what you think you could bring to the role of trustee for Wood Street Mission, outlining any particular interests, skills and experience you might offer to support the work of the charity.

**PART E**

Referee details:

**Name:**

**Signed:**

**Date:**

**PART F – MONITORING INFORMATION**

**Please tick the relevant box:**

1. What is your gender?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Male**  |  | **Female**  |  | **Prefer not to disclose**  |  |

1. **What is your ethnic origin?**

|  |  |
| --- | --- |
| White British  |  |
| White Irish |  |
| Any other white background |  |
| Indian  |  |
| Pakistani  |  |
| Bangladeshi |  |
| Any other Asian background  |  |
| Black Caribbean  |  |
| Black African  |  |
| Any other black background  |  |
| Mixed – white and black Caribbean  |  |
| Mixed – white and black African  |  |
| Mixed – white and Asian  |  |
| Any other mixed background  |  |
| Chinese  |  |
| Prefer not to disclose  |  |
| Other (please state) |  |

1. Do you consider yourself to have a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Yes** |  | **No** |  | **Prefer not to disclose**  |  |

If yes please describe how what reasonable adjustments we can make to help you carry out your role.

None

**If successful you will be required to sign the following declaration**

**PART G – DECLARATION OF ELIGIBILITY AND RESPONSIBILITY**

By signing this form, you declare that you:

• are willing to act as a trustee of the organisation named above

• understand your organisation’s purposes (objects) and rules set out in its governing document

• are not prevented from acting as a trustee because you:

• have an unspent conviction for an offence involving dishonesty or deception

• are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)

• have an individual voluntary arrangement (IVA) to pay off debts with creditors

• are disqualified from being a company director

• are subject to an order made under section 429(2) of the Insolvency Act 1986

• have previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement

• have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)

You also declare that:

• the information you provide to the Charity Commission is true, complete and correct

• you understand that it’s an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information

• your organisation’s funds are held (or will be held) in its name in a bank or building society account in England or Wales

• you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance ‘The essential trustee (CC3)’

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

• be in the organisation’s best interests

• be lawful and authorised

• help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

**Working with vulnerable groups**

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

• read and understood the Charity Commission’s safeguarding guidance

• carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

Signed:

Name:

Date: