**Board Member - Application Form (Confidential)**

**Section 1: Personal Details**

Please complete all the information requested below

|  |
| --- |
| **Name:** |
| **Address:**  |
| **Telephone Number:**  |
| **Email address:** |

**Section 2: Current or past Voluntary Commitments**

Please tell us of any current or past voluntary commitments that may be relevant to the role of Trustee – Include only those in the previous 10 years

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Address** | **Role and Responsibilities** | **Dates Involved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3: Employment details.**

Please tell us of any current or past employment, starting with current or most recent first. Only details covering the last 10 years are required

| **Organisation** | **Address** | **Role and Responsibilities** | **Dates Involved** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4: Relevant skills, knowledge and experience**

In this section you are asked to outline how your knowledge, skills and experiences meet those required for this role as outlined in the Advertisement. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work). Please continue on a separate sheet if required.

**Section 5: Interest in applying**

Please tell us why you are interested in becoming a Trustee of Crail Museum & Heritage Centre.

**Section 6: References**

Please provide details of two referees who can attest to your suitability for the position of Trustee

**Referee 1 Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name:  |  |
| Address:  |  | Address: |  |
| Telephone No. |  | Telephone No.: |  |
| Email Address: |  | Email Address: |  |
| Relationship to applicant: |  | Relationship to applicant: |  |

**Section 7: Declaration**

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application to become a Member of the xxxx

The personal information you provide will also be used in a confidential manner to help us monitor our recruitment process. If you become a Member, the information will be used in the administration of your registration with Crail Museum, OSCR etc. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above).

**Disqualification**

Section 69 of the Charities and Trustee Investment (Scotland) Act 2005 disqualifies the following from acting as charity trustees:

* Someone with an unspent conviction for dishonesty under the Act
* An undischarged bankrupt
* Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee
* A person disqualified from being a company director

It is the responsibility of the individual charity trustees to ensure they personally are not disqualified from being a charity trustee.

**Declaration**

I declare that I am not disqualified from being a Charities Trustee or Company Director and that the information given on this application is correct and complete.

Signed

Print Name

Date

**Please return completed applications by email to: trustee@crailmuseum.uk**