**Company Director Questionnaire and Application**

Private and Confidential

**Please return the completed form to** [**recruitment@womensaid.scot**](mailto:recruitment@womensaid.scot)

**1 Personal details**

|  |  |
| --- | --- |
| **Name:** | |
| **Address:** | |
| **Tel No:** | **Email:** |
| **Do you work for a Women’s Aid Group?(please state which one):** | |

**2 Current or past work/voluntary experience**

Please tell us of any current or past work or voluntary experience which may be relevant to the role of Director of Scottish Women's Aid. Please use additional sheets if required.

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| --- | --- | --- | --- |
| **Organisation** | **Address** | **Role and Responsibilities** | **Dates Involved** |
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**3 What expertise or experience do you have?**

Accountancy □

Campaigning □

Enthusiasm/Energy □

Equalities □

Financial Management □

Fundraising □

Governance □

HR □

I.T. Systems Development □

Knowledge of W Aid □

Legal □

Management Systems □

Marketing □

Media/PR □

Organisational Development □

Organisational risk analysis □

Partnership Working □

Policy Development □

Research □

Service User Participation □

Strategic Business Planning □

Training Expertise □

Web Development □

Other …………………………. □

…………………………. □

…………………………. □

**4 Do you have any of the following skills and aptitudes?**

Campaigning □

Communication □

Conflict Resolution □

Financial management □

Fundraising □

Governance □

Influencing □

Leadership □

Managing change □

Mentoring/Coaching □

Monitoring and evaluation □

Negotiation □

Policy Analysis □

Strategic planning □

Visionary thinking □

Other: ………………………… □

………………………… □

………………………… □

**5 Please tell us what has attracted you to apply to become a director at Scottish Women’s Aid?**

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**6** **Are there any skills/ interests that you would particularly like to develop at Scottish Women’s Aid?**

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**7 Availability**

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| This role requires at least 3 hours a month, are you willing to provide this time?  **Yes / No** |
| Are there any times that you are not available (e.g. daytime, school holidays etc.)? |

**8 Referees**

|  |  |
| --- | --- |
| Please give the names and addresses of two people, other than your family, who have known you for more than 12 months who can tell us about you. | |
| Name: | Name: |
| Job Title: | Job Title: |
| Name of Organisation (If applicable): | Name of Organisation (If applicable): |
| Address: | Address: |
| Tel No: | Tel No: |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? |

**9 Additional requirements**

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| **Please note, only women applicants will be considered (under Schedule 9 (Part 1) of the Equality Act 2010).** |
| If you have a disability, do you have any requirements to enable you to attend and participate in an interview or at Board meetings? **Yes / No**  If yes, please specify: |
| Do you require a permit or visa to work within the UK ? **Yes / No**  Please note: if you do not have a valid work permit visa or a student visa to volunteer you cannot do any type of work, including voluntary work, on a visiting visa. |
| **Rehabilitation of Offenders Act 1978 (Exceptions) Order 1975**  All positions with Scottish Women’s Aid are subject to a Disclosure, due to the nature of our work. As a result there are no exceptions under the Rehabilitation of Offenders Act. You will be required to disclose any spent and pending criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent.  A criminal record will not necessarily be a bar to obtaining a voluntary Trustee position. |
| **Do you have any Criminal Convictions you need to disclose? Yes / No**  We will contact you if further information is required. |

**10 Data Protection**

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| **Data Protection Act 1998:**  As part of the recruitment procedure we may collect and store sensitive personal data on you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for up to six months after the date on which it is submitted. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following; racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality, offences and/ or convictions.  I declare that the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I have given my consent to sensitive personal information being recorded and stored on both manual and computer files. Please note that, if successful, your name will feature on the list of directors’ at Companies House. The address used will be the company’s address.  Signed: Date:  Name: |

**11** **Declaration of Eligibility**

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| I declare that:   * I am aged 16 years or over at the date of this application * I am capable of managing and administering my own affairs * I do not have an unspent conviction relating to any offence involving deception or dishonesty * I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors * I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986 * I have not been removed from the office of charity trustee for a charity by an OSCR or Court of Sessions on the grounds of any misconduct or mismanagement * I do not have a conflict of interest which would prevent me from becoming a director of Scottish Women’s Aid at this point * I am not disqualified under the PVG Scheme   Signed: Date:  Name: |

**Thank you for taking time to complete this form.**

**We will confirm receipt of your application within 5 working days.**