# A picture containing text, clipart Description automatically generated

# Thank you for expressing an interest in becoming a Trustee of AFKA Scotland

# Board of Trustee Application Form

# **WHICH ROLE DO YOU WISH TO APPLY FOR?**

|  |  |
| --- | --- |
| Trustee |  |
| Treasurer |  |

**PERSONAL DETAILS**

|  |
| --- |
| First Name Click or tap here to enter text. |
| Last NameClick or tap here to enter text. |
| Home AddressClick or tap here to enter text. |
| Post CodeClick or tap here to enter text. |
| TelephoneClick or tap here to enter text. |
| Email Click or tap here to enter text. |

**PREVIOUS EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Date To-From | Organisation/Experience | Brief Description |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**DIRECTORSHIPS/TRUSTEE POSITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Directorship/Trustee | Period from/to | Name of Business/ Organisation | Nature of Business/ Organisation |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## SUPPORTING STATEMENT

|  |
| --- |
| Please state why you are applying to become a Trustee with AFKA Scotland, and document how you meet the specific requirements of the role, including the skills, experience and achievements you bring to this role. |
|  |

## REFERENCES

Two references will be sought for successful applicants. One reference should be from someone who knows you in a professional capacity for example employment or volunteering.

## FIRST REFEREE DETAILS

|  |  |
| --- | --- |
| Referee’s Full Name | Click or tap here to enter text. |
| Referee’s Tel No | Click or tap here to enter text. |
| Referee’s Address | Click or tap here to enter text. |
| **Referee’s Postcode** | Click or tap here to enter text. |
| Referee’s Email | Click or tap here to enter text. |
| How long have you known this person? | Click or tap here to enter text. |
| In what capacity  do you know this Referee? | Click or tap here to enter text. |

## SECOND REFEREE DETAILS

|  |  |
| --- | --- |
| Referee’s Full Name | Click or tap here to enter text. |
| Referee’s Tel No | Click or tap here to enter text. |
| Referee’s Address | Click or tap here to enter text. |
| **Referee’s Postcode** | Click or tap here to enter text. |
| Referee’s Email | Click or tap here to enter text. |
| How long have you known this person? | Click or tap here to enter text. |
| In what capacity  do you know this Referee? | Click or tap here to enter text. |

## DATA PROTECTION

AFKA Scotland will use the information you provide in this form for the purpose of processing your application and monitoring the recruitment process. If your application is successful, AFKA Scotland will process your information for the purpose of facilitating your role as a Trustee.

The information you provide will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have a right to access the information that AFKA Scotland holds on you. If you would like to do this, please contact our Executive Director. For further information about our processing under Data Protection please refer to our website – [www.afkascotland.org](http://www.afkascotland.org)

## DECLARATION

I certify that the information declared in this application form are true  
and correct. I have not withheld any information which may affect my application  
to become a trustee. I understand that false information or omissions may lead   
to my ceasing to become or remain a trustee of AFKA Scotland.

I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with selection and appointment purposes, and if I become a trustee it will be used for legitimate purposes outlined above and that the information may be verified by AFKA Scotland, in accordance with Data Protection legislation.

I understand that this is an application for consideration by AFKA Scotland’s Board of Trustees and the decision to progress my application will be determined by them.

I declare to the best of my knowledge the information given on this form (and any additional sheets used) is true and correct. I confirm that have not been disqualified as a Director under company law or as a trustee under charity law and am eligible to serve on the AFKA Scotland Board. I realise that false information or omissions may lead to my application being disqualified, or if I have already been appointed, that appointment may be revoked.

**I understand that if appointed:**

* I must declare if I have any interests in any company or charity that deals  
  with AFKA Scotland.
* I am over age 18.
* I have not been convicted of an offence involving deception or dishonesty  
  (or any such conviction is legally regarded as spent.
* I have not been involved in tax fraud.
* I am not an undischarged bankrupt.
* I have not made compositions or arrangements with my creditors from which  
  I have not been discharged.
* I have not previously been removed from trusteeship of a charity by a court  
  or the charity commissioners.
* I am not under a disqualification order under the Company Directors’ Disqualification Act 1986.
* I am, in the light of the above, not disqualified by Part 1 of the Law Reform (Miscellaneous Provision) (Scotland) Act 1990, from acting as a charity trustee.
* I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
* I will at all times ensure the charity’s funds, and charity tax reliefs received  
  by this organisation, are used only for charitable purposes.
* I undertake to fulfil my responsibilities and duties as a trustee of AFKA Scotland in good faith and in accordance with the law and within AFKA Scotland’s objectives, vision and values.
* I do not have any financial interests in conflict with those of AFKA Scotland (either in person or through family or business connections)  
  except those which 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 unless agreed otherwise absent myself entirely from any decision on the matter and not vote on it.

### By completing your name below and emailing the application form, this will be accepted as your signature.

|  |  |
| --- | --- |
| Signature | Click or tap here to enter text. |
| Print name | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

Please send completed form to: [brenda.reilly@afkascotland.org](mailto:brenda.reilly@afkascotland.org) by 5.00pm, 16 December 2022.

AFKA Scotland

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Tel: 0131 322 8490

Charity Number: SC046417

Email: [info@afkascotland.org](mailto:info@afkascotland.org) www.afkascotland.org