**Trustee Application Form**

**Closing Date for Applications: 5pm on Friday 19th July 2024**

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References:** Please give the details of two referees, one of whom should be your present or most recent employer **or organisation you have volunteered with**. We ask that referees not be FOSS Staff or Volunteers. Referees will only be contacted for the successful applicants.

| **Name** |  | **Name** |  |
| --- | --- | --- | --- |
| **Address** |  | **Address** |  |
|  |  |  |  |
| **Email** |  | **Email** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Relationship to applicant** |  | **Relationship to applicant** |  |

Do you have any connection to FOSS? If so, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g. Are you related to a staff-member or Trustee? Are you a current or former Client or Volunteer?)

Please specify any special arrangements you require to perform this role and/or complete an interview as the result of, for instance, illness or disability:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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FOSS believes that good management practice recruits the best person for the role, and that person may have an unspent criminal record. In such circumstances, relevance of the conviction will be considered.

Categories of person automatically disqualified as charity trustees in Scotland are:

* Someone with an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.
* Someone who is an undischarged bankrupt or has a [Protected Trust Deed](https://www.aib.gov.uk/guidance-and-publications).
* Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee.
* Someone who is disqualified from being a company director.

Any evidence or declaration of spent criminal convictions will be ignored in order to comply with legislation. If you have a court appearance pending, have been charged by the Police, or have ever been convicted of a criminal offence, please give details including dates, unless deemed spent under the rehabilitation of Offenders Act 1974.

**Data Protection:** We take our privacy obligations seriously and will only use your personal information to process your application for employment. Your personal information will only be seen by the people who have to be involved in the recruitment process. If you are recruited to this role we will share this information with Staff and Trustees involved with administration. If you are not successful, we may hold your information securely for up to six months.

**Declaration:**

Please read carefully, sign and date

I confirm that the information provided in this application is true and correct to the best of my knowledge, and can be verified by references from previous employers and/or professional bodies specified, for which checks in the context of this application I give my consent. I understand that any false or misleading statement or any significant omission may disqualify me from volunteering with the organisation.

I agree to a Disclosure Scotland Check should my application and interview be successful and the FOSS Board of Trustees determine that this should be carried out.

I will provide all information and qualification certifications as requested by Friends of Scottish Settlers in a timely manner, in order to enable the Organisation to verify my eligibility and suitability to **take up this role**.

**Print name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that in accord with equal opportunities practice, the remainder of the application will be detached so that the shortlisting process is anonymised. CVs will not be considered and if submitted will be disregarded.**

**Relevant education, professional or vocational training, etc.**

Please give details of qualifications and training you have obtained that are relevant to this position including year of completion

**Employment History and relevant experience**

**Present / most recent employer:**

Address:

Job Title:

Date of taking up post:

Date of leaving post (if relevant):

Salary:

Brief description of your responsibilities:

**Previous Employment:**

List all previous paid positions, including job title, organisation, dates employed, and reason for leaving. Where employment is relevant to the position, include a brief outline of responsibilities. Please account for gaps in employment. If you have held voluntary positions, membership of professional bodies, have life experience or special interests relevant to this post that would support your application, please include these here, as well.

**How well do you meet the current needs of the FOSS Board of Trustees?**

Guidelines: This is the most important section and will give us the information we need to understand if you are right for this position. Please demonstrate your ability and commitment by referencing specific examples from your academic, professional, voluntary or personal experience.

Please email the completed form to recruitment@cvsfalkirk.org.uk