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**FORMS** **TO BE COMPLETED**

**IF APPLYING TO BECOME A**

**MELD BOARD MEMBER**

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**Application to Become a Board Member**

**of MELD**

***Please complete in block capitals***

|  |
| --- |
| Name: |
| Address: |
|  |
|  |
|  |
|  |
| Contact Telephone Number: |
| Email Address: |

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**EQUALITY & DIVERSITY MONITORING FORM**

MELD has an Equality & Diversity Policy to ensure that all applicants are considered solely on their relevant merits and abilities. We therefore welcome applicants from all sections of the community regardless of age, disability, gender reassignment, marriage or civil partnership, race, religion or belief, sex and sexual orientation. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. We would therefore like you to answer the following questions. If you do not wish to fill in all or some of the form, it will in no way affect your application. The information will not be used as part of the selection process.

In order to enable us to ensure compliance with our policy, a system of monitoring has been set up. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by our H u m a n R e s o u r c e s s e c t i o n for the purpose of providing statistics for equality and diversity monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form.

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**EQUALITY & DIVERSITY MONITORING FORM**

|  |  |
| --- | --- |
| **Role Applied for** |  |
| **Age** | **Nationality** |
|  |  |
| **Gender** | Male Female |
|  |  |
| **Marital Status** | Single Married Other  (If other, please specify) |
| **Ethnic Origin** | ***White***  Scottish Other British Irish Gypsy/Traveller Polish Any Other White Background  ***Mixed or Multiple Ethnic Background***  Asian, Asian Scottish or Asian British  Indian Pakistani Bangladeshi Chinese Any Other Asian Background  ***Black, Black Scottish or Black British***  Caribbean African Any Other Black Background  ***Other Ethnic Background***  Arab, Arab Scottish or Arab British Any Other Group  ***Unknown*** |
|  |  |
| **Sexual Orientation** | Heterosexual Bi-Sexual Lesbian Gay Other  (If other, please specify) |
|  |  |
| **Disabilities** | None Physical Mental |
| **Religion** | My religion is (please specify)  I do not have a religion |
| For the purpose of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to MELD processing the data supplied on this form for the purpose of equality and diversity monitoring.  Signed ................................................. Date ............................................... | |

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**Board Member Declaration on Disclosure of Interest**

The integrity of MELD’s Board Members must be beyond question. If any Board Member has a personal interest or relationship, either direct or indirect, in any company or person with which MELD does business, then such an interest must be declared in writing to the Manager as soon as practicable.

The company maintains a Register of Interests. All Board Members are required to declare any interests they have. These may include family relationships with Consultants, Contractors or Suppliers to the company, private work and membership of other voluntary organisations, statutory bodies etc. If in doubt, Board Members are advised to discuss the matter with the Chief Executive. The Register of Interests is designed to protect the company, its staff and Board Members and is maintained by the Chief Executive.

***(Please tick whichever applies)***

I have no personal interests to declare

I declare the following personal interests.

(Please continue on a separate sheet if necessary)

|  |  |
| --- | --- |
| **NAME OF COMPANY OR PERSON OR ORGANISATION** | **NATURE OF PERSONAL INTEREST** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Signed:**

**Date:**

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PERSONAL STATEMENT FORM

|  |
| --- |
| To be completed by the Applicant  Use the space below to tell us about yourself and why you want to join the Board. Tell us about the skills, experience and personal qualities you think you could bring to the role and/or other Board/Committee Membership(s) you are involved in. |

**Signed:**

**Date:**