Trustee Application Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | |
| Address |  | | | | | | |
| Postcode |  | | | | | |
| Telephone | Mobile |  | | | Home |  | |
|  | Work |  | | | Other |  | |
| Email |  | | | | | | |
| Current or Most Recent Occupation |  | | | | | | |
| Highest level of Qualification |  | | | | | | |
| Professional Membership |  | | | | | | |
| Please indicate against each relevant area of skills/experience whether it is your principle area of expertise (P) or secondary area of expertise (S) | | | | | | | |
| Which of the following skills or experience could you bring to the board |  | | P/S |  | | | P/S |
| Human Resources | |  | Business Management | | |  |
| Financial/Accounting | |  | Communications & Marketing/PR | | |  |
| Fundraising | |  | Safeguarding | | |  |
| Legal | |  | Retail | | |  |
| Clinical/Healthcare | |  | Other skills (please provide details below) | | |  |
|  | | | | | | |
| Please indicate why you would like to become a Trustee of St Teresa’s Hospice, how do you think your skills and experience would enable you to fulfil the role of a Trustee as described in the Task Profile | | | | | | | |
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| --- | --- | --- | --- |
| Please give a brief summary of your work history to date (NB you will be required to provide a full work history if your application is successful) | | | |
|  | | | |
| Trustee Applicant’s declaration of eligibility | | | |
| I declare that: | | | |
| * I am over the age of 18 * I am not an undischarged bankrupt * I have not previously been removed from the trusteeship of a charity by a Court or Charity Commission. * I am not under a disqualification order under the Company Directors’ Disqualification Act 1986 * I have not been convicted of any offence involving deception or dishonesty. Please note because of the nature of the role you are applying for you are required by the Rehabilitation of Offenders Act 1974 to declare all criminal convictions including those which are spent. Please detail any such convictions within the personal details section of the application form. * I have not entered a composition or arrangement with creditors, or have an individual voluntary arrangement (IVA) and I am not on the Insolvency Service Register. * I undertake to fulfil my responsibilities and duties as a trustee of St Teresa’s hospice in good faith and in accordance with the law and St Teresa’s Hospice Policies. * I do not have any financial interests in conflict of those of St Teresa’s (either in person or through family or business connections) except those that 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 absent myself entirely from any decision on the matter and not vote on it. * I have read the Charity Commission guidance on Automatic Disqualification and this does not apply to me. | | | |
| Signed |  | | |
| Print Name |  | Date |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Most recent professional references  (NB if successful, you will also need to provide references covering any other previous roles in health & social care or working with children or vulnerable adults) | | | | | | | | | | | | | | | | | |
| Referee 1 | | | | | | | | | | Referee 2 | | | | | | | |
| Name | |  | | | | | | | | Name | | |  | | | | |
| Address | |  | | | | | | | | Address | | |  | | | | |
| Postcode | |  | | | | | | | | Postcode | | |  | | | | |
| Telephone | |  | | | | | | | | Telephone | | |  | | | | |
| Email | |  | | | | | | | | Email | | |  | | | | |
| Can we contact Prior to interview? | | | Yes | |  | | No |  | | Can we contact Prior to interview? | | | | Yes |  | No |  |
| Rehabilitation of Offenders Act 1974 | | | | | | | | | | | | | | | | | |
| Your application for a Trustee role is exempt from the provisions under the Rehabilitation of Offenders Act 1974.  This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and/or the Police Act 1997 (as amended).  A standard disclosure provides information about spent and unspent criminal convictions, cautions and other such offences that are not protected.  An enhanced disclosure could include any other relevant non-conviction information about you that might be held on police databases. An enhanced disclosure may also include information that is held about you on the children's and/or adults barred list(s).  This part of your application will only be viewed by those who need to see it as part of the recruitment process. Your information will be treated confidentially and will not be shared.  **Information:**  You should read the DBS filtering guide <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide> before you complete and send your application. You'll find out what information is shared about you as part of a DBS check, or the type of information you should include in this part of your application. | | | | | | | | | | | | | | | | | |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** | | | | | | | | | | | | | | | | | |
| Yes |  | | | | | | | | No | | |  | | | | | |
| **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?** | | | | | | | | | | | | | | | | | |
| Yes |  | | | | | | | | No | | |  | | | | | |
| If you have answered ‘yes’ to either of the above, you must answer this question:  Here we'll need details of:   * where the Court hearing was and the date * what the convictions were * what the cautions were * the sentence or the Court order * the penalty   Include any additional information or evidence that you think we'd need to know.  **Details of your convictions and/or cautions that are unspent and/or not protected:** | | | | | | | | | | | | | | | | | |
| Confidentiality | | | | | | | | | | | | | | | | | |
| All information about patients, families, employees, volunteers and customers must be treated as confidential. Trustees must not discuss personal information, which has been acquired directly or indirectly in the course of their duties with anyone other than for the purposes of undertaking their role and must not, under any circumstances, discuss matters involving the state of health or welfare of patients.  I have read and fully understand the above and the confidential nature of the work. | | | | | | | | | | | | | | | | | |
| Signed | | | | | |  | | | | | | | | | | | |
| Name | | | | | |  | | | | | Date | | |  | | | |
| Declaration | | | | | | | | | | | | | | | | | |
| I certify to the best of my knowledge that the information given on this form is correct.  I understand that deliberately giving false or incomplete information will disqualify me from becoming a Trustee.  I understand my information will be held on a number of internal databases and will be shared appropriately in accordance with our privacy notices.  I consent to referees being contacted, unless stated otherwise above.  I understand that St Teresa’s is a hospice working with people with life limiting illness and which provides end of life care, and that volunteering in certain roles could bring me into contact with upsetting events. | | | | | | | | | | | | | | | | | |
| Signed | | | |  | | | | | | | | | | | | | |
| Name | | | |  | | | | | | | Date | | |  | | | |

**Please return this form to St Teresa’s Hospice HR Office via:**

St Teresa’s Hospice, The Woodlands, Woodland Road, Darlington, DL3 7UA

Or

[hr@darlingtonhospice.org.uk](mailto:hr@darlingtonhospice.org.uk)