



**Supporting adults with learning disabilities  
to live independently and enjoy fulfilled lives  
of their choosing**

**APPLICATION FORM (TRUSTEE)**

***Please read the Trustee Role Description and the Code of Conduct before completing this form.***

**Personal Contact details**

Name:	
Address:	
Contact Number:	Home:
	Mobile:
Email Address:	
Preferred Method of Contact:	

Current Occupation:	
Memberships of Professional Organisations:	
Which of the following skills/expertise could you bring to the Charity?	
Strategic Leadership	Financial/Accounting
Fund Raising/Income Generation	Legal/Charity Law
Health & Social Care	Arts/Heritage/Culture/Development
Marketing/PR	Politics/Policy
People Management/HR	Services/Manufacturing

The Job Description and Role Specification outlines some of the key skills we seek in a potential Trustee. Please indicate against each of the following categories how you think your own skills and experience would enable you to fulfil the role of a Trustee. (Please use a separate sheet if needed)

Please send an up-to-date copy of your CV

Key Skills	Narrative
Personal Qualities	
Experience	
Knowledge & Skills	

**Interest and motivation:**

Please explain why you would like to apply for the position of trustee of Bury Independent Living Development

**Signature:**

**Date:**

Please give details of two people who would be willing to provide a reference. We will not contact them before you are successful in securing a role on the board of trustees.

Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

**DATA PROTECTION CONSENT:**

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates, the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes. I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the basis of compiling.

**Signature:****Date:**

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**DECLARATION OF ELIGIBILITY TO BECOME A CHARITABLE TRUSTEE**

*I declare that I am not disqualified from acting as a charity trustee and that (please tick to confirm and agree each statement below):*

- I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983.
- I do not have an unspent conviction relating to any offence involving deception or dishonesty. 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 therefore any such convictions in the space below: (A conviction will not necessarily be a bar to obtaining a position with this organisation)
- 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 or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- I am not disqualified under the Protection of Vulnerable Adults List.

The information supplied in this application form is true and accurate to the best of my knowledge.

**Signature****Date:**

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**Please send the following completed documents:**

- **Application form**
- **Equalities and monitoring form**
- **Code of conduct agreement**