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| **Trustee Application and Declaration Form** |

We will use this form to assess the skills, experience and interests of those people who have applied to become a Trustee. It will assist us if you can be as specific as possible on, for example, your reasons for wanting to become a Trustee and what skills and experience you will be able to bring to the role.

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| **Surname:** | | | | **First Name:** | | | | | | | **Title:** | | | | |
| **Address:** | | |  | | | | | | | | | | | | |
| **Email Address:** | | |  | | | | | | | | | | | | |
| Unless left blank we will use your email address for communication with you. | | | | | | | | | | | | | | | |
| **Daytime Telephone:** | | |  | | | | | **Evening Telephone:** | |  | | | | | |
| **Mobile Telephone:** | | |  | | | | | **Date of Birth:** | |  | | | | | |
| 1. What is your current occupation? | | | | | | | | | | | | | | | |
| 2. Please detail your present or most recent employer: | | | | | | | | | | | | | | | |
| 3. Have you been a Charity Trustee before? | | | | | | | | | | | Yes/No | | | | |
| 4. Why do you want to become a Trustee of the Foundation for Active Community Engagement? | | | | | | | | | | | | | | | |
| 5. Which of the following skills or experience could you bring to the Board? | | Please indicate against each relevant area whether it is your Principle skill by writing ‘P’ or a secondary skill where you have experience , by writing ‘S’. | | | | | | | | | | | | | |
| Accountancy / Finance | | |  | | | | Human Resources | | | |  | | |
| Fundraising & Income Generation | | |  | | | | Local Politics | | | |  | | |
| Nursing / Healthcare | | |  | | | | Computing / IT | | | |  | | |
| Youth / Community Work | | |  | | | | Management / Leadership | | | |  | | |
| Service Procurement | | |  | | | | PR / Marketing | | | |  | | |
| Networking / Influencing | | |  | | | | Other (Please state) | | | |  | | |
| Please elaborate on information given above (including any membership to professional bodies): | | | | | | | | | | | | | | | |
| 6. Please give further details of any personal qualities, skills, experience and knowledge that you think would make you a good Trustee (knowledge and experience can be through paid employment or voluntary/participatory activities):  *(attach additional pages if necessary)* | | | | | | | | | | | | | | | |
| **7. Checklist for eligibility to be a Charity Trustee** | | | | | | | | | | | Yes | | No | |
| Are you over the age of 18 years? | | | | | | | | | | |  | |  | |
| Are you capable of managing and administering your own affairs? | | | | | | | | | | |  | |  | |
| Do you have an unspent conviction relating to any offence involving deception or dishonesty? | | | | | | | | | | |  | |  | |
| Are you an undischarged bankrupt or have you made a composition or arrangement with, or granted a trust deed for, your creditors (ignore if discharged from such an arrangement)? | | | | | | | | | | |  | |  | |
| Are you subject to a disqualification order under the Company Directors Disqualification Act1986 or to an Order made under section 429(b) of the Insolvency Act 1986? | | | | | | | | | | |  | |  | |
| Have you 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?  Or are you subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing you from being concerned in the management or control of any relevant organisation or body? | | | | | | | | | | |  | |  | |
| Are you subject to a disqualification Order under the Criminal Justice and Court Services Act 2000? | | | | | | | | | | |  | |  | |
| Are you disqualified under the Protection of Vulnerable Adults List? | | | | | | | | | | |  | |  | |
| Are you aware of anything in your private or business/professional life which would be a source of embarrassment to yourself or to FACE if it became known in the event of your application being successful? | | | | | | | | | | |  | |  | |
| Please give details and dates of any cautions, offences, disqualifications or other from the answers above: | | | | | | | | | | | | | | |
| **8. Conflicts of Interest** | | | | | | | | | | | Yes | | No | |
| Have you, or any organisation you are a member of, represent, or have a pecuniary interest in, ever been a beneficiary of The Foundation for Active Community Engagement? | | | | | | | | | | |  | |  | |
| Have you, a family member, or your employer, undertaken work for or supplied goods or services to The Foundation for Active Community Engagement? (If yes, give details) | | | | | | | | | | |  | |  | |
| Please list any other potential conflicts of interest that you are aware of:  *(note: conflicts of interest will not necessarily prevent you from being a trustee)* | | | | | | | | | | | | | | |
| 9. Please give details of two referees (other than relatives) whom we can apply to for a reference. | | | | | | | | | | | | | | |
| 1 | Name:  Address:  Post Code:  Tel No:  Email:  Permission to contact prior to interview  Yes/No  What is their connection with you? | | | | | 2 | Name:  Address:  Post Code:  Tel No:  Email:  Permission to contact prior to interview  Yes/No  What is their connection with you? | | | | | | | |
| 10. I understand that by completing this application I consent to the completion of a Disclosure and Barring Service check  (FACE will cover any costs of this)? | | | | | | | | | | | | Tick Here | |  |
| 11. Where did you see or hear the post advertised? | | | | | | | | | | | | | | |

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| 12. Declaration of Willingness to be appointed  I declare that the information supplied on this Application Form is true and accurate, and authorise you to contact the two referees named above for any further information you may require in relation to my application.  Signed:………………………....………Print Name:………………………………………….Date:……………………….. |
| Please return this form to:  Strictly Private & Confidential  Chairman of the Board of Trustees  The Foundation For Active Community Engagement  St Andrews MYC, Elm Park, Filton, Bristol, BS34 7PS |

**Data Protection:**

Unsuccessful applications will be kept for one year after the interview dates.

Applications from successful Trustees will be kept for one year after the date that they cease involvement with the Board.