

TRUSTEE VACANCY

Application form

This document is an interactive PDF. Download it and save to your computer. Clicking in the boxes allows you to type your answers. You can then save the file, attach it to an email and return to: katherine.torr@burtonstreet.org.uk

If you'd prefer you can print out this form, complete it using your favourite pen and return by post: Katherine Torr, The Burton Street Foundation, 57 Burton Street, Sheffield S6 2HH

Basic Info

Personal contact details

Title	First Name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (please include postcode)	Telephone (main)	Telephone (alternative)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Email address	
	<input type="text"/>	
	National insurance number	
	<input type="text"/>	

Education and qualifications

Secondary, further and higher education

Please list your education in chronological order, with your most recent first. We don't require anything prior to secondary school. There is extra space at the end of the form if you need it.

Establishment	Subjects / Qualifications	Class of award	Date

Employment history

Previous employment

Please list employment history in chronological order, starting with the most recent. Include any unpaid work that might be relevant to the post.

Employer	Role + description + reason for leaving	Date from	Date to

Experience

Please refer to the **attainment, experience** and **other relevant information** listed against this post in the person specification.

For each of the points listed, give a brief example where you have demonstrated, in a professional capacity, these behaviours to best effect, and state the impact it had on the organisation. Be as concise and relevant as possible.

Experience

Further info

Please use this space to add any further information to your application that you feel is relevant.

References

Any offer of appointment will be subject to the receipt of references which are satisfactory to The Burton Street Foundation.

Please provide details of a minimum of two referees, one of which should be your current or most recent employer. Please complete the details in full, including email details if possible.

References will be requested for successful candidates once you have received a conditional offer.

Referee contact agreement

Do you agree to us approaching your referees once a conditional offer of employment has been made?

Yes

No

Referee 1 Required, must be current or most recent employer

Name

Position held

Company / organisation

Email address

Address

Telephone

Referee 2 Required

Name

Position held

Company / organisation

Email address

Address

Telephone

Data protection

The information that you provide on this form will be held in a file maintained by the Burton Street Foundation. Your data will be used in accordance with the principles set out in the Data Protection Act 1998 which protects the right to privacy of individuals whose personal details are held.

Declaration

I have read the summary of regulations overleaf and confirm that I am not disqualified from serving as a Trustee. I will notify the Chair of the Board of Trustees immediately should I become disqualified during my appointment as a Trustee.

I agree to the information given on this form being recorded and used by the Burton Street Foundation in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

Please note in the absence of a signature the emailing of this document constitutes your personal certification that the details are correct.

Signed

Date

Disqualification criteria and vetting

A Trustee must be aged 18 or over at the time of their appointment.

A person is disqualified from becoming or from continuing to be a Trustee if they:

- Are detained under the Mental Health Act 1983
- Have failed to attend meetings for six months
- Are bankrupt
- Are subject to a disqualification order or disqualification undertaking under companies legislation or an order concerning insolvency
- Have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement
- Have at any time received a prison sentence of five years or more
- Refuse to make an application for a Disclosure and Barring Scheme check