



RENAISSANCE

A NEW DAWN FOR EVERYONE'S JOURNEY

RENAISSANCE UK LTD

TRUSTEE APPLICATION FORM



TRUSTEE APPLICATION FORM

Volunteers for the Council of Management are asked to complete an application form and undertake any comparable administration found in the Volunteers and Staff Handbook.

In order for a board of trustees to make the best use of new members it needs to know about your skills and experience. A specific form has been designed for Council of Management members, which is intended to help you and the other board members decide what role you would best be able to carry out.

PERSONAL DETAILS

Surname:	
First Names:	
Address:	
Mobile or telephone number:	
Email:	
Date of Birth:	
Present/Previous Occupation	

REFEREES

Please supply the names and addresses of two people who would be willing to give you a reference regarding your suitability as a volunteer for the Council of Management.

Name: Address: Tel No:	Name: Address: Tel No:
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CRIMINAL OFFENCES, OR ANY LEGAL PROCEEDINGS PENDING?

PLEASE ONLY COMPLETE THIS FORM IF INVITED TO INTERVIEW

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1997 (Exemptions Order) 1975. Applicants are, therefore, not entitled to withhold information about any police record which for other purposes are 'spent' under the provisions of the Act, and in the event of being accepted as a member of staff, any failure to disclose such a record could result in dismissal or disciplinary action by Renaissance UK. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the Order applies. You will be required to undertake a DBS (Disclosure and Barring Service) Disclosure upon offer of employment.

If you answer 'yes' below. The fact that conviction/caution(s) have been reported against you will not necessarily debar you for consideration for this appointment.

Have you ever been convicted of a criminal offence, or do you have any legal proceedings pending?

Yes/No:

If Yes, please give details:

Police Record Check

As a volunteer for the Council of Management you will be representing the agency in the community, have contact with vulnerable people as well as governing funds and business decision making. As a consequence of this, for your own and agency's protection you will need to be subjected to a DBS. Renaissance-UK Ltd will treat this information with the utmost sensitivity and any offences revealed will be considered only with relevance to the position .

Do you agree to be subjected to a DBS?

Yes/No:

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Previous Paid or Voluntary Work

Please give details of any paid or voluntary work experience. This space can also be used to discuss any other relevant experience that you feel you may have. It would also be useful if you could indicate any specific hobbies, interests and / or skills that you think could benefit the Charity

Please indicate your main area of interest in the board of trustees.

1. Work/ interest in substance misuse / sexual health
2. Work / voluntary management in other field (please state)
3. Other (please state)

Skills and experience (Please detail as appropriate)

Substance Use/ Sexual Health or related areas

Finance and or Funding

Law

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Business

Personnel/Human Resources

Training

Management/ Leadership

Advertising and publicity

Strategy

Other (please state)

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Why do you want to be a volunteer on the Council of Management?

Please use this space to tell us why you want to volunteer with the agency?
Please advise if there is a particular position you are interested in

Training

Please indicate whether you wish to undertake induction (e.g. sexual health and/or substance misuse focused to support issue and service understanding)

Yes/No:

If yes, would you prefer daytime or evening?

Additional training on specific areas with accreditation is also available . Would you be willing to attend? (Ample notice will be given and options can be discussed with the managers)

Yes/No:

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Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment processes.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above)

Declaration:

I declare to the best of my knowledge and belief that all particulars I have given on this application form are complete and true. I understand that any false declaration, misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, DBS check, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the charity believes it appropriate) a medical report, all of which must be deemed by the company as satisfactory

Signed:

Date:

Please return the completed form, by email or post, to the hiring manager stated on the Job Advert

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EQUAL OPPORTUNITIES MONITORING FORM

Unique Identification Number:
(Please leave blank)

This section of the application form will be detached and used solely for monitoring purposes.

Renaissance UK recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, sex, gender reassignment, disability, age, sexual orientation, religion or belief, pregnancy or marital status. We therefore welcome applications from all sections of the community.

Please indicate which choices describe you most closely:

Ethnicity

Gender

Is your gender now the
same as you were assigned at birth?

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995:

Yes/No:

If yes, please state nature of disability:

DISABILITY DEFINITION

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).

The DDA states: 'a person has a disability...if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.'

The person must satisfy the four criteria in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.

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If you wish you may disclose information about yourself in this section about your:

Religion or Belief:

Sexual orientation:

HOW TO APPLY

Your application is important, as the information you provide will be used in deciding whether or not you will be shortlisted for interview. When planning to submit an application, read through the recruitment pack, including the role description and person specification, as these will be used to decide whether to shortlist you for interview. The role description will describe what you can expect from the position and the person specification will give you the list of personal requirements for the post. **To be shortlisted for interview, you should provide information on how you meet the criteria in the role description and the person specification.**

Email your application to Julia Hutchings at jhutchings@ren-uk.com

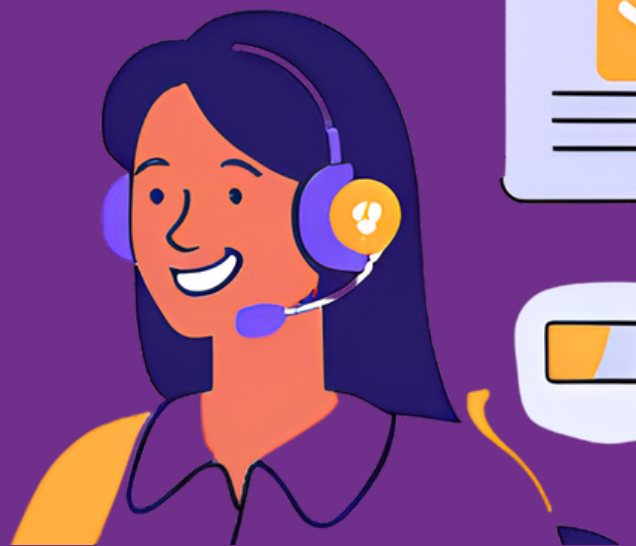
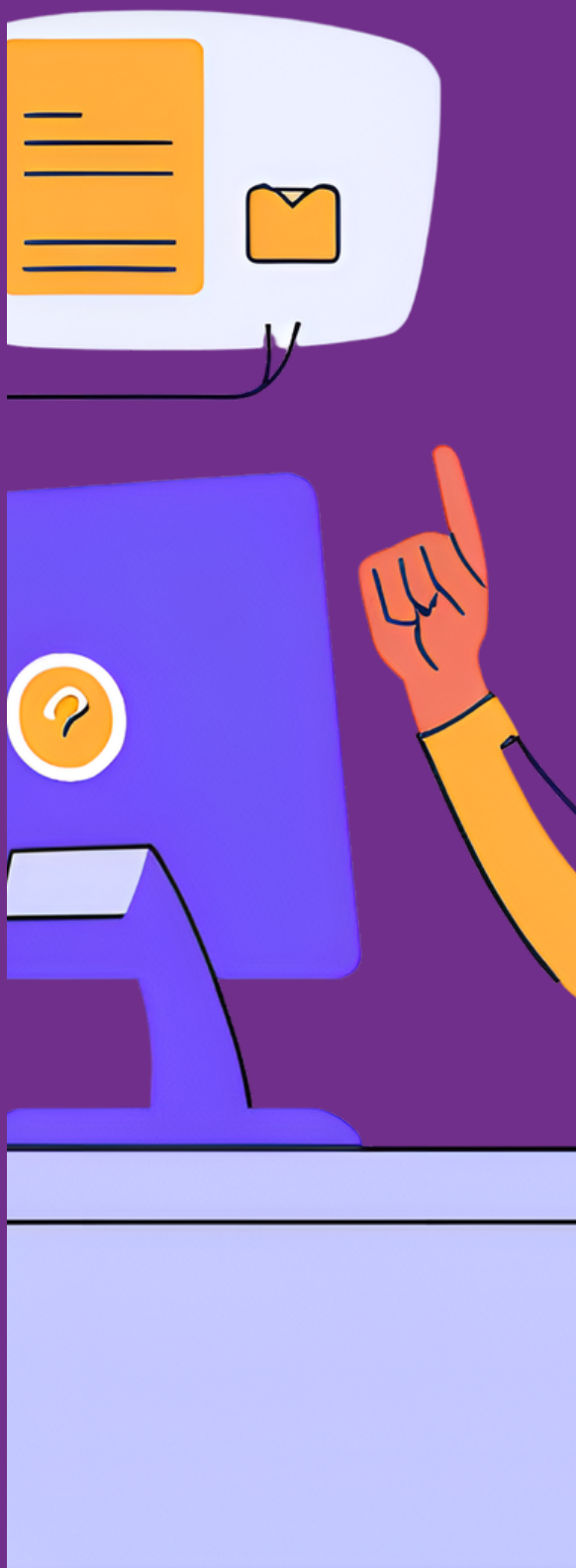
or

Post completed applications to:

Julia Hutchings
Renaissance UK Ltd
102 Dickson Road
Blackpool
FY1 2NBU

If you do not hear from us within 4 weeks of the application closing date, please assume that you have not been shortlisted for interview on this occasion. Unfortunately we are unable to provide feedback to unsuccessful applicants at the shortlisting stage.

CONTACT US



RENAISSANCE UK LTD

Phone/

01253 311431

Email/

enquiries@ren-uk.com

Website/

www.ren-uk.com

Address/

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FY1 2BU