Trustee Application Form Confidential

Thank you for your interest in becoming a trustee for Age UK Blackburn with Darwen. Please complete all sections of this application form. If you have any problems completing this form for any reason, please ask for help or guidance. Please note - completion of this form places you under no obligation.

1.	Title		Name in full	
	Home Address			
			Postcode	
	Telephone Numbers	Home	Mobile	
	Email Address			
	Date of birth			

2.	Are there any restrictions on you holding a trusteeship or company director role? ☐ Yes ☐ No *Please refer to the attached guidance.*

3.	**Experience, skills and knowledge**
	Please provide information about what skills, knowledge and experience you could offer as a trustee. In particular please detail any: - Professional expertise, skills or qualifications - Experience of being a trustee - Understanding of the health and social care system - Understanding of older people

4. **References**

Please give details of two people from whom a reference may be obtained. These people should have known you for at least 6 months but should not be members of your family.

1. Name		2. Name	
Address		Address	
Email Address		Email Address	
Telephone Number		Telephone Number	
Occupation		Occupation	
Relationship		Relationship	

If you are selected for interview, are there any reasonable adjustments needed for this recruitment process, such as for an interview? If you tick Yes we will contact you for further information.	Yes No

I understand that, in accordance with current Data Protection regulations, the personal details submitted with the application form will only be used for selection and interview procedures and for volunteering records if successful. During the recruitment process I understand that relevant information may need to be shared with insurers and legal/professional advisers if necessary and I agree to me details being held and processed for this purpose.

Signed……..……..... Date……..……

Registered Charity No. 1143809

Age UK Blackburn with Darwen reserves the right to not proceed with an application to become a trustee and not to disclose its reasons.

Age UK Blackburn with Darwen - Equality & Diversity Monitoring Form

The intention of monitoring and analysis is to establish if there are different success rates between genders, gender identity, people of different sexual orientation, ages, different ethnic backgrounds, and people with disabilities. If there are differences in success rates it will enable action to be taken to ensure that no group is treated unfairly. Your answers will be treated confidentially and will not affect your application in any way.

1. Post applied for:

2. Age 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+ ☐ Prefer not to say ☐

3. Gender Male ☐ Female ☐ Prefer not to say ☐ Prefer to self-identify ☐

4. Sexual Identity Heterosexual ☐ Bisexual ☐ Gay ☐ Lesbian ☐ Prefer not to say ☐
   Prefer to self-identify ☐

5. Gender Identity If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?
   Transsexual ☐ Transgender ☐ Intersex ☐ Prefer not to say ☐

6. Ethnic origin – please tick against one of the following

Asian or Asian British		**Mixed**	
Bangladeshi	☐	Black and White Caribbean	☐
Indian	☐	Black and White African	☐
Pakistani	☐	Asian and White	☐
Any other Asian background	☐	Any other mixed background	☐
Please specify if you wish:		Please specify if you wish:	
Black or Black British		**White**	
African	☐	British	☐
Caribbean	☐	Irish	☐
Any other Black background	☐	Any other White background	☐
Please specify if you wish		Please specify if you wish:	
Chinese or other ethnic group			
Chinese	☐	**Prefer not to say**	☐
Any other	☐		
Please specify if you wish:			

7. Disability – Do you consider yourself to have a disability? Under the Disability Discrimination Act, a disability is defined as 'a physical or mental impairment that has a substantial and long-term adverse impact on the ability to carry out normal day-to-day activities'

   Yes ☐ No ☐ Prefer not to say ☐

This information is provided for monitoring purposes only. If you need any reasonable adjustments, you should arrange these separately

Thank you for completing this form

TRUSTEE APPLICATION FORM
Guidance Notes

Eligibility to be a trustee

You cannot act as a trustee if you are disqualified under the Charities Act. This includes if you:
- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement.

In addition to meet 'Fit and Proper' requirements by HMRC you cannot be a trustee with the organization if you have been involved in tax fraud.

Criminal Convictions

We will require you to disclose information regarding **all** "unspent" convictions for **all** voluntary posts within our organisation. For some voluntary roles that bring volunteers into direct contact with vulnerable adults you will be required to disclose **any convictions, cautions, reprimands or final warnings** which would not be filtered in line with current guidance.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to your place of volunteering, and if they are disclosed, the organisation cannot take them into account.

If your application to become a trustee is successful, and it is applicable to your role, you may be asked, under legislation for the Safeguarding of Children and Vulnerable Adults to agree to an enhanced check being made by the Disclosure & Barring Service about the existence and content of a criminal record. For other applicable roles you may be asked to agree to a Basic Disclosure being carried out about the existence of unspent convictions.

Please do not record details of criminal convictions on this application form. You will be provided with a separate form, together with guidance notes.

You should also note that a criminal record will not necessarily debar you from being a trustee with our organisation. However if it is discovered, at a later date, that you failed to declare information this may result in the termination of your role.

Equality & diversity

Age UK Blackburn with Darwen is committed to equality of opportunity and a copy of our Equal Opportunities Statement of Intent is enclosed with this application form.