

The Bradbury Centre

16-18 Kingston Road

Portsmouth

Hampshire

PO1 5RZ

Tel: 023 9286 2121

E-mail: [samantha.james@ageukportsmouth.org.uk](mailto:samantha.james@ageukportsmouth.org.uk)

**(Strictly Confidential)**

Trustee Application Form

Please complete **clearly**, and return to the above address.

**PERSONAL DETAILS**

First Name: Surname:

Address: Postcode:

Email Address:

Telephone Number:

**ABOUT YOU –** please answer the following questions with reference to the trustee person specification

|  |
| --- |
| **Please outline the skills, experiences and knowledge that you can bring to the charity as a trustee.** |
|  |
| **Please tell us why you would like to become a trustee for Age UK Portsmouth.** |
|  |
| **Please tell us about any previous experience as a trustee for a charity or organisation.** |

**REFERENCES** – Please give details of two referees. References will be carried out to determine your suitability to becoming a trustee.

Please make your referees aware that we will contact them. We will only contact your refers after you have been interviewed and invited to become a trustee.

|  |
| --- |
| **Referee No.1**  Name:  Address:  Email Address:  Telephone Number:  In what capacity is the referee known to you?  How long as the referee know you? |
|  |
| **Referee No.2**  Name:  Address:  Email Address:  Telephone Number:  In what capacity is the referee known to you?  How long as the referee know you? |

**PUBLIC DUTIES** – Please give details of any public duties you perform e.g. local authority member.

## REASONABLE ADJUSTMENTS

Age UK Portsmouth recognises that those with disabilities or long term health conditions may need adjustments to remove barriers during the recruitment process and subsequent employment and will make adjustments whenever possible.

Do you require any reasonable adjustments to be made during the recruitment process, including interview?

Yes  No

## If yes, please supply details below:

|  |
| --- |
|  |

## DECLARATION

The information on this form will be used to select candidates for interview.

If I am appointed I am aware that personal information about me may be computerised for administration purposes, including analysis for management purposes and statutory returns.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information, my application may be disqualified or, if I have been appointed, I may be dismissed

**Signature of applicant**: **Date**:

Please return this form to: Samantha James

Age UK Portsmouth

The Bradbury Centre

16-18 Kingston Road

Portsmouth

PO1 5RZ

Alternatively you may return this form to: [samantha.james@ageukportsmouth.org.uk](mailto:samantha.james@ageukportsmouth.org.uk)



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**CONFIDENTIAL**

Please complete **clearly**, and return to the above address.

**Post applied for:**

**PERSONAL DETAILS**

**Name:**

**Address:**

**CRIMINAL CONVICTIONS**

Rehabilitation of Offenders Act 1974 exists to support the rehabilitation into employment of reformed offenders who have not reoffended. Following a specified period some convictions may become spent. As a result the offender is regarded as rehabilitated therefore they are not required to declare their spent cautions or convictions in a job application.

Employers and voluntary organisation are required by law to check someone’s criminal record if they apply for certain jobs or voluntary work. The job description for the role in which you are applying will indicate if the role is exempt.

Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

YES  NO

If yes, please give details below.

**This information will be treated in the strictest confidence. The declaration of a criminal record will not necessarily prevent you from being offered a role at Age UK Portsmouth.**

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

Please return this form to Age UK Portsmouth, The Bradbury Centre, 16-18 Kingston Road, Portsmouth, PO1 5RZ or email [samantha.james@ageukportsmouth.org.uk](mailto:samantha.james@ageukportsmouth.org.uk)