

**Trustee Application Form: Voluntary**

**Personal Details**

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| --- | --- |
| Title |       |
| Name: |       |
| Address: |       |
| Post Code |       |
| Home Tel: |       | Mobile No: |       |
| Email: |       |

**Application Information**

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| Please tell us why you are looking to become a Trustee with us.  |
|       |
| *Please continue on a separate sheet if required* |

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| Please tell us about the personal qualities and areas of expertise which you would bring to St Catherine’s  |
|       |

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| **References**

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| Please provide the details of two referees whom we have permission to contact. These should **not** **be relatives** and preferably have known you for at **least 2 years** and able to testify to your suitability for your trustee role. |

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| Name:     Name:      | Name:      |
| Address:      | Address:      |
| Email:      | Email:      |
| Tel No:      | Tel No:      |
| In what capacity do you know the referee?      | In what capacity do you know the referee?      |

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| **Rehabilitation of Offenders Act 1974**Having a criminal record will not necessarily bar you from being a trustee with us. We will discuss any criminal record with you to determine whether it affects your suitability for the role. Any information given will be completely confidential.This role you're applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).For further information on filtering please refer to [Nacro guidance](http://www.nacro.org.uk/data/files/practical-guidance-on-dbs-filtering-1032.pdf), the national crime reduction charity, and the [DBS website](https://www.gov.uk/government/publications/dbs-filtering-guidance). We will also undertake a criminal record check with you as part of the recruitment process. **All applicants declaration:** Do you have any unspent convictions? [ ]  Yes [ ]  No**Exempt declaration:** 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 |

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| **General Declaration****Data Protection:** To the best of my knowledge all the information I have given is true. I understand the information given in this form will only be used by the Company in relation to my role as a volunteer Trustee. By signing this declaration I am giving my express consent for you to retain and process this information under current Data Protection Act legislation. I understand that the information on this form will be held securely on the St Catherine’s Hospice computer database and as a paper file. **Confidentiality:** Whilst undertaking volunteering for St Catherine's Hospice, I understand that I may receive confidential information and I **AGREE** that all details and information seen and discussed will remain completely confidential.**Trustee declaration:** I confirm that all the details that I have supplied on this form are true to the best of my knowledge and I recognise that failure to supply the details required or to declare any relevant information may result, if accepted for the role, in a Trustee role with the Hospice being discontinued. |
| Signature |  |
|  | If you're completing this form electronically, we'll ask you to sign a hard copy later |
| Name |       | Date |  |  |

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| **How did you find out about volunteering with us?**Please specify:  |

**Please return to**:Peter Nesbitt, Volunteering Development Manager peternesbitt@stch.org.uk

St Catherine's Hospice, Malthouse Road, Crawley, RH10 6BH

If you have any questions, please contact us on 01293 447 351.

Office Use Only: **VO Review** By: Date:
 **Manager Review** By: Date:

**Equal opportunities monitoring form**

The information will help us ensure our Equal Opportunities Policy is working to the benefit of all our volunteers and help us understand our volunteer needs. We use this anonymous information to understand who is applying for volunteer roles.

[ ]  Please tick this box if you are not happy for this information to also be stored on your personnel file, if you were successful. This helps us to understand the make-up of our volunteer workforce at any given time and how representative we are of the local community.

Data Protection Act

Information provided by you on the Equal Opportunities monitoring form will be confidential, and stored and used in accordance with the Data Protection Act 1998 for the purposes of equal opportunities only.

Disability - the Equalities Act 2010 defines a disability as a physical or mental impairment, which has a substantial and long-term negative effect on your ability to do normal daily activities.

1. **Do you consider that you have a condition (medical or otherwise) which would be likely to have an effect on your ability to carry out your role?**

[ ]  No

[ ]  Yes. If yes - please describe what, if any, reasonable adjustments you would need to enable you to support you during recruitment or while volunteering as a Trustee:

1. **What is your nationality?**
2. **What is your ethnic origin?**

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| --- | --- | --- | --- |
| White[ ]  British or Mixed British[ ]  English[ ]  Northern Irish[ ]  Scottish[ ]  Welsh[ ]  Any other - please state      | Asian or Asian British[ ]  Pakistan[ ]  Indian[ ]  Bangladeshi[ ]  Chinese[ ]  Any other - please state      | Black or Black British[ ]  African[ ]  Caribbean[ ]  Any other - please state      | Mixed[ ]  White and Black Caribbean[ ]  White and Asian[ ]  White and Black African[ ]  Any other please state      |
| [ ]  Other ethnic group, please state:       |

1. **What is your gender?**

[ ]  Male

[ ]  Female

1. **What is your age?**
2. **To which religion/belief group to you belong?**

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| [ ]  Baha'i[ ]  Buddhism[ ]  Christian[ ]  Hinduism | [ ]  Islam (Muslim)[ ]  Jainism[ ]  Judaism[ ]  Pagan | [ ]  Rastafarianism[ ]  Sikhism[ ]  Zoroastrian | [ ]  None[ ]  Other |

 **Thank you**