**TRUSTEE APPLICATION FORM**

|  |  |
| --- | --- |
| Name |  |
| Home Address |  Post Code |
| Telephone | Home |  | Mobile |  |
|  | Work |  |  |
| E-mail |  |
| Date of Birth |  |
| Occupation |  |
| Qualifications |  |
| Which of the following skills or experience could you bring to the Board? | Please indicate against each relevant area whether it is your Principle skill, by writing ‘P’, or a secondary skill where you have experience, by writing ‘S’. |
|  | P/S |  | P/S |
| Legislation in relation to CSE/CCE |  | Finance / accountancy |  |
| Campaigning, lobbying or external relations |  | Research |  |
| Charity Law |  | Business acumen |  |
| Monitoring and evaluating performance |  | HR and employment |  |
| Media and public relations |  | Change management |  |

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| What first-hand awareness do you have of the effects of CSE/CCE as an affected parent? |
| What knowledge or experience do you have of CSE/CCE and related issues? |
| What management experience do you have in the voluntary or public sectors? |
| What professional expertise do you have in relation to CSE/CCE and the work of Ivison Trust? |

**The Person Specification outlines some of the key skills we seek in a potential Ivison Trust Trustee. Please indicate against each of the following broad categories how you think your own skills and experience would enable you to fulfill the role of a Trustee as described in the Role Description. You may also want to enclose a CV with this application.**

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| --- | --- |
| **Key skills** | **Narrative** |
| 1. Commitment to ethos and values of Ivison Trust
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| 1. Commitment to equal opportunities, inclusion and diversity
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| 1. Independence of thought and judgment
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| 1. Teamwork
 |  |
| 1. Willingness to devote time, effort and enthusiasm to the Trustee role
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| 1. Understanding of the legal duties and responsibilities of Trustees
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| 1. Evaluation and interpretation of performance
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| 1. Understanding of issues affecting the voluntary sector
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| 1. Strategic role
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| 1. Readiness to reflect and learn
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| Why do you wish to become a Trustee of Ivison Trust? |

Please give details of two people who would be willing to provide a reference

|  |  |
| --- | --- |
| Name | Name |
| Address Post Code | Address  Post Code |
| Tel | Tel |
| Email | Email |

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Signature Date

**Trustee declaration of eligibility**

I declare that:

* I am over age 18.
* I am not an undischarged bankrupt.
* I have not entered into a composition or arrangement, which includes an individual voluntary arrangement, and is currently on the insolvency register.
* I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
* I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
* I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
* I undertake to fulfil my responsibilities and duties as a trustee of [name of organisation] in good faith and in accordance with the law and Ivison Trust’s objectives / mission.
* I do not have any financial interests in conflict with those of Ivison Trust (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Signed:

Date:

**Please send the completed application to:**

**Ivison Trust, Waverley House,**

**Unit 10, Killingbeck Drive, Leeds, LS14 6UF**

**Or via email to info@ivisontrust.org.uk**