

**Rummage RESCUERS ADVISORY BOARD APPLICATION FORM**

**PRIMARY DETAILS**

|  |  |
| --- | --- |
| First Name(s) |  |
| Surname |  |
| Date of Birth |  |
| National Insurance Number |  |
| Address  |  |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| Phone (Work) |  |
| Phone (Home) |  |
| Phone (Mobile) |  |
| E-Mail Address  |  |

**If you are a member of any professional bodies, please provide details below:**

|  |  |  |
| --- | --- | --- |
| Name of Body | Date Joined | Current Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**If you are currently a company director, charity trustee, or on the board of another voluntary sector organisation, please provide details below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Establishment** | **Start Date** | **Finish Date** | **Examinations Passed**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please give more details of employment/other roles that are relevant to the role, starting with the most recent and working back:**

|  |  |  |  |
| --- | --- | --- | --- |
| Start-End Dates | Employer Details | Job Title | Job Description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Due to the nature of our work, you are required to submit to an enhanced CRB check. Any disclosures made by the CRB will remain confidential.

**Do you authorise us to obtain information from the CRB?** YES / NO

**Have you ever been convicted/cautioned of any offense?** YES / NO

**Please provide the contact information of two people for professional/character references:**

|  |  |
| --- | --- |
| Name |  |
| Position Held |  |
| Company  |  |
| Address |   |
| Email  |  |
| Phone Number  |  |

|  |  |
| --- | --- |
| Current employer? |  |
| Are they a relation? |  |

|  |  |
| --- | --- |
| Name |  |
| Position Held |  |
| Company Name |  |
| Address |  |
| Email  |  |
| Phone  |  |

|  |  |
| --- | --- |
| Current Employer? |  |
| Are they a relation? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **General Abilities** | **Ranking** | **Attitudes** | **Ranking**  |
| Work well in a team | 1 2 3 4 5 | Respecting and encouraging others, non-discriminatory and non-judgemental  | 1 2 3 4 5 |
| Collaborate to develop plans and policies | 1 2 3 4 5 | Externally supportive of board decisions, activities, and ethos | 1 2 3 4 5 |
| Strategic thinking | 1 2 3 4 5 | Commitment to accountability  | 1 2 3 4 5 |
| Can assess paperwork and complex documents | 1 2 3 4 5 | Commitment to effective governance | 1 2 3 4 5 |
| Present views constructively and confidently | 1 2 3 4 5 | A fair and balanced approach | 1 2 3 4 5 |
| Understand and interpret financial information | 1 2 3 4 5 | Understand the importance of value for money | 1 2 3 4 5 |
| Understand and interpret statistical information | 1 2 3 4 5 | Understand the importance of good performance  | 1 2 3 4 5 |

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Key: 1 – no experience 🡪 5 – extensive experience

**CHARACTERISTICS SELF ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities**  | **Ranking** | **Commitment** | **Ranking** |
| Good communication skills | 1 2 3 4 5 | Supports the principles of social justice | 1 2 3 4 5 |
| Sound judgement | 1 2 3 4 5 |
| Decision-making | 1 2 3 4 5 | Commitment to equalities and diversity | 1 2 3 4 5 |
| Integrity and honesty | 1 2 3 4 5 |
| Reliable | 1 2 3 4 5 | Prepared to attend at least one evening meeting every six months | 1 2 3 4 5 |
| Tolerant | 1 2 3 4 5 |

|  |  |  |  |
| --- | --- | --- | --- |
| **General Management** | **Ranking** | **Other** | **Ranking** |
| Event management | 1 2 3 4 5 | Implementing equal opportunities  |  |
| Project management | 1 2 3 4 5 | General legal issues |  |
| Communications | 1 2 3 4 5 | Fund-raising |  |
| Policy development | 1 2 3 4 5 | Economic or urban regeneration |  |
| Volunteer co-ordination and management  | 1 2 3 4 5 | Community development and regeneration | 1 2 3 4 5 |
| Non-profit experience | 1 2 3 4 5 | Housing and homelessness | 1 2 3 4 5 |

|  |  |
| --- | --- |
| **Business** | **Ranking** |
| Devising and managing strategy | 1 2 3 4 5 |
| Business planning | 1 2 3 4 5 |
| Tendering for service contracts | 1 2 3 4 5 |
| Financial and treasury management | 1 2 3 4 5 |
| Capital financing and funding partnerships | 1 2 3 4 5 |
| Managing a private sector business | 1 2 3 4 5 |
| Human resources | 1 2 3 4 5 |
| Marketing and public relations | 1 2 3 4 5 |
| Companies, charities, or employment law  | 1 2 3 4 5 |

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**MANAGEMENT BOARD MEMBERSHIP**

**STATEMENT OF EXCLUDED PERSONS**

A range of legislation governs who may act as a company director, trustee, or board member. Some other exclusions exist to ensure compliance with good practise and to meet conditions imposed by funders and service commissioners.

The remainder of this document sets out the exclusions applicable to board members. We can only consider applications for board membership if they are accompanied by a signed declaration that affirms that none of the applicable exclusions apply to you.

If you have any questions about this process or are unsure if a particular exclusion applies to you, please contact us and we will attempt to clarify the situation before you submit your application.

**Persons Excluded under the Charities Act 1993**

Disqualification from acting as a charity trustee means that a person cannot act as a trustee or board member until the period of disqualification expires.

*S.72(1) of the 1993 Act provides that a person shall be disqualified for being a charity trustee or trustee for a charity if that person:*

* has been convicted of any offence involving dishonesty or deception (subject to certain rules about spent convictions);
* has been adjudged bankrupt, or sequestration of his or her estate has been awarded, and in either case he or she has not been discharged, except that there is no disqualification under this paragraph if the charity concerned is a company and leave has been granted under s.11 of the Company Directors Disqualification Act 1986 (undischarged bankrupts) for him or her to act as director of the charity (s.72(3));
* has made a composition or arrangement with, or granted a trust deed for, his or her creditors and has not been discharged in respect of it;
* has been removed from the office of charity trustee or trustee for a charity by an Order of the Commission under s.18(2) of the 1993 Act (or s.20(1) or (1A) of the Charities Act 1960), or by an Order made by the High Court, on the grounds of any misconduct or mismanagement in the administration of the charity, for which he or she was responsible or to which he or she was privy or which he or she by his or her conduct contributed to or facilitated;
* has been removed, under s.7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;
* is subject to a disqualification order under the Company Directors Disqualification Act 1986, or to a disqualification order under the Companies (Northern Ireland) Order1989, or to an order made under s.429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order), except that there is no disqualification under this paragraph if leave has been granted by the relevant court for him or her to act as director of the charity

*These provisions apply whether the relevant event occurred before or after s.72 came into force. A disqualified trustee cannot act as a trustee, but, where the disqualification is time limited; the restriction lasts only until the period of disqualification expires.*

**Additional Exclusions**

A person may not be a Board member who:

* has been adjudged bankrupt or has made a voluntary arrangement with creditors (LGA 1972 & Hsg Act 1996 Sch 1 Pt II)
* has within five years of the day of election/nomination been convicted of an offence and had a sentence of imprisonment (whether suspended or not) passed on them of not less than three months without the option of a fine (LGA 1972)
* is subject to a disqualification order under the Company Directors' Disqualification Act 1986 (Hsg Act 1996 Sch 1 Pt II)
* is subject to an order under S429(2) of the Insolvency Act 1986 (Hsg Act 1996 Sch 1 Pt II)
* disqualified under Section 72 of the Charities Act 1993 from being a charity trustee (Hsg Act 1996 Sch 1 Pt II)
* is incapable of acting by reason of mental disorder because either (i) is admitted to hospital under the Mental Health Act 1983; or (ii) has a Court Order made relating to the illness or to appoint someone to look after their property or other affairs (Hsg Act 1996 Sch 1 Pt II)
* (if a tenant of Association) is in current serious breach of their tenancy agreement. Serious breach of tenancy whereby the landlord has implemented proceedings for possession, including the issuing of a notice of seeking possession, or sought an injunction to require compliance with the terms of the tenancy.

*Any person unable to meet the enhanced disclosure requirements of the Criminal Records Bureau in relation to working with vulnerable adults and children.*

**Declaration**

i. I have read and understood the exclusions and disqualification criteria outlined in this document and confirm that the stipulations and conditions therein are not applicable to me.

ii. By signing this declaration I declare that I am eligible for the appointment as a board member of a charitable housing association and industrial and provident society

iii. I understand that making a false statement or withholding information to avoid disqualification or exclusion from the position may make me subject to criminal prosecution or other civil proceedings.

Signed: ..............................................................................

Date: ………………………............……………………….

First Name(s): ..............................................................................

Surname: ..............................................................................

*Please return this form marked “strictly private & confidential” to:*

The Company Secretary,

Rummage Rescuers Warehouse

Unit 6 Harrison Street

Whalley Banks

BB2 1NR

**EQUAL OPPORTUNITY MONITORING FORM**

**1.0 INFORMATION**

1.1 The information supplied on this form will be used in total confidence and in accordance with current Data Protection Legislation. It will help to ensure that the service properly monitors and conforms with its policies relating to the equality of opportunity.

1.2 Information will be used for monitoring and for no other purpose.

**2.0 AIM**

2.1 Our committed aim is to allow our support staff to develop their skills and realise their maximum potential as individuals without any wish on the part of the service to limit their opportunities.

**Gender** Male Female Prefer not to say

**Are you married or in a civil partnership?** Yes No Prefer not to say

**Age** 16-24 25-29 30-34 35-39 40-44 45-49

 50-54 55-59 60-64 65+ Prefer not to say

**3.0 WHAT IS YOUR ETHNICITY?**

3.1 Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

***White:*** English Welsh Scottish Northern Irish Irish British Prefer not to say

Any other white background, please write in:

 ***Mixed/multiple ethnic groups:*** White Caribbean African Asian Prefer not to say

Any other mixed background, please write in:

***Asian*/*Asian British:*** Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British:*** African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

***Other ethnic group:*** Arab Prefer not to say

Any other ethnic group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you consider yourself to have a disability or health condition?**

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in:

*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.*

**What is your sexual orientation?**

Heterosexual Gay woman/lesbian Gay man Bisexual Prefer not to say

Other: please write in:

**What is your religion or belief?**

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh Prefer not to say

If other religion or belief, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say