



**Trustee Application Form**

**Please complete this form in black type/ink.**

**You can insert additional space if needed or attach a separate sheet.**

|  |
| --- |
| **Role:** VisionPK Board Trustee |

1. **Personal Details**

|  |
| --- |
| Full Name: |
| Address: |
| Postcode: |

|  |  |  |
| --- | --- | --- |
| Telephone Home: | Mobile: | Work: |
| Email: | | |

We will not contact you at work without prior consent.

To consent, please tick this box

1. **Statement of Experience**

*Please use this section to describe why you are interested in this role and the skills, interests and experience you could bring. Please consider the role profile in preparing your response.*

|  |
| --- |
|  |

1. **References**

*Please provide details of 2 referees. References are sought only in relation to successful candidates. They should not be a relative.*

|  |  |
| --- | --- |
| 1. Name: | 1. Name: |
| Address:  Postcode: | Address:  Postcode: |
| Email address: | Email address: |
| Telephone number: | Telephone number: |
| Relationship to applicant: | Relationship to applicant: |

**4. Qualifications Achieved**

*Please tell us about any relevant qualification which you hold.*

|  |  |
| --- | --- |
| Qualification | Date Awarded |
|  |  |

**5. Current / Most Recent Employment**

*Please give details of your recent and other relevant employment*

|  |  |
| --- | --- |
| Current / Most Recent Post Held: | |
| Employer's Name & Address: | |
| Start Date: | Finish Date:  (if appropriate) |
| Description of role: | |

|  |
| --- |
| Description of any other relevant job roles: |

**6. Potential Conflicts of Interest**

*Do you have any business commitments which have the potential to represent a conflict of interest with the post for which you are applying for? If so, please give a brief description.*

|  |
| --- |
|  |

**7. Learning and Development**

*What have you been doing to keep yourself up to date in your field? Please include Continued Professional Development (CPD) activities, formal and informal training and development relevant to this post.*

|  |
| --- |
|  |

**8. Professional Membership & Appointments**

*Please list any relevant professional memberships or appointments.*

|  |
| --- |
|  |

Have you ever been convicted of a criminal offence, other than a spent conviction, under the Rehabilitation of Offenders Act 1974? If yes, please provide details:

|  |
| --- |
|  |

**Note to all applicants**

Please do not include any additional material with your application unless this has been requested. This does not include any continuation sheets from this application.

If invited to interview you will be asked to sign your application form and the following declaration.

|  |
| --- |
| **Declaration** |
| I declare, to the best of my knowledge, the information given on this form (and any additional sheets used) is true and correct. I confirm that have not been disqualified as a Director under company law or as a trustee under charity law and am eligible to serve on the VisionPK Board. I realise that false information or omissions may lead to my application being disqualified, or if I have already been appointed, that appointment may be revoked.  I understand that if appointed:   * I must declare if I have any interests in any company or charity that deals with VisionPK * I am over age 18 * I am not an undischarged bankrupt * I have not previously been removed from trusteeship of a charity by a court or the charity commissioners * I am not under a disqualification order under the Company Directors’ Disqualification Act 1986 * I am, in the light of the above, not disqualified by Part 1 of the Law Reform (Miscellaneous Provision) (Scotland) Act 1990, from acting as a charity trustee * I undertake to fulfil my responsibilities and duties as a trustee of VisionPK in good faith and in accordance with the law and within VisionPK’s objectives, aims and values * I do not have any financial interests in conflict with those of VisionPK (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, unless agreed otherwise, absent myself entirely from any decision on the matter and not vote on it. |

**Privacy Statement – Trustees**

VisionPK is committed to protecting the privacy and security of personal information and being transparent about what we do with it.

We are a data controller which means that we determine the purposes for which, and the manner in which, any personal data are, or are to be, processed. We are registered as a data controller with the Information Commissioner’s Office (Registration Number: Z3399048)

We collect your personal information when you apply for a job with us. The personal information you provide will be used to process your job application.

In some cases, we need to process your personal information to ensure that we are complying with our legal obligations. An example of this would be when it is necessary to check that a job applicant has the right to work in the UK.

In other cases, where it is relevant and appropriate for us to do so, we use the legal basis ‘Legitimate Interest’ to use your personal information to process your job application.

When considering if the use of your personal information is relevant and appropriate to how you are involved with us, we always assess your data protection rights and our business interests to ensure they are balanced.

Please contact us should you have any queries about this.

We will not share your personal information with any other organisation unless we have a legal obligation to do so.

We will keep your personal information securely for as long as we need to for the purposes we collected it and in accordance with our Records Retention Schedule.

We have implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on electronic and paper-based systems. This protection covers improper access, use, alteration, destruction and loss.

You have the right to ask for a copy of the information we hold about you. Your rights also include the right to ask us to correct any inaccuracies in your information and to ask to have your personal data erased (subject to legal or record keeping exceptions).

If you have any queries about your rights and our responsibilities in respect to your personal information, please contact The Chief Executive, VisionPK, Perth & Kinross Sensory Centre, 14 New Row, Perth, PH1 5QA, telephone 01738 626969 or email [info@visionpk.org.uk](mailto:info@visionpk.org.uk)

You can also contact the Information Commissioner’s Office on 0303 123 1113 or visit their website for more information at [www.ico.org.uk](http://www.ico.org.uk)