



Application Ref
(Office Use)

Trustee application form

Please submit your curriculum vitae with this application form.

Please note that this is in addition to the information given on the application form, not in substitution for it.

This form should be completed in black ink or black type.

Personal details

Surname	<input type="text"/>	Telephone/mobile (Please indicate which)
Other names	<input type="text"/>	Home <input type="text"/>
Address	<input type="text"/>	Other <input type="text"/>
		Email <input type="text"/>

Do you have any previous Volunteer/Trustee experience?

Yes No (please check appropriate box)

If yes, please give details

I understand and am able and willing to commit necessary time, preparation and effort to the proper discharge of the responsibilities of a trustee.

Please return the completed form to marie@yorksbtc.org.uk or by post to:

Marie Peacock, YBTC, 31 Otley Road, Headingley, Leeds, LS6 3AA.

T: 0113 340 0111 W: www.yorksbtc.org.uk

Registered Charity No 1095931

Please tell us how you fulfill the criteria

In each section below, please give a brief outline of how your skills, knowledge and experience fit the criteria. **Please give demonstrable examples wherever possible to support your application.**

Please summarise why you want to be a trustee and how you feel you could contribute to the trustees' work for YBTC?

Please limit your response to 300 words.

Commitment

- Ability to understand and accept the duties and liabilities of being a charity Trustee
- Empathy with the vision, mission and strategic development of YBTC
- A willingness and ability to devote the necessary time and effort

Please limit your response to 250 words.

Focus

- Ability to think and apply knowledge strategically
- Ability to think creatively
- Ability to keep mission-focused
- Ability to analyse and evaluate management information and other evidence
- Willingness to listen and learn

Please limit your response to 250 words.

Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage
- Ability to work effectively in a group
- Willing to express their own opinion in a reasoned way, while also listening to the views of others
- Ability to challenge constructively and ask questions appropriately

Please limit your response to 250 words.

Accountability

- Ability to exercise sound and independent judgement
- Willingness to make and stand by collective decisions, including those which may be unpopular
- Ability to manage difficult and/or challenging situations
- Ability to maintain confidentiality on confidential and/or sensitive information

Please limit your response to 250 words.

Specialised Expertise

What special expertise can you bring to the role e.g.

- Secretarial Administration to a Board of Trustees
- Fundraising
- Finance
- Patient Support & Service provision, developing and delivering services to brain tumour patients in a health or social care setting.
- Patient Experience.
- Charity Retail
- Research Funding
- HR
- Health & Safety
- IT

Please limit your response to 250 words.

Suitability

Are there any other facts, activities or connections which you feel might be raised in future about your suitability to hold the position of trustee at YBTC, for example because they present or may present a conflict of interest? These may include issues such as personal relationships, professional relationships, membership of organisations or other circumstances.

References

Please give the name and address of two referees who can comment on your suitability for this role. Please note references from relatives are not acceptable.

Name

Name

Position

Position

Organisation

Organisation

Address

Address

Telephone

Telephone

Email

Email

Declaration

I confirm that the details given in this form are correct and understand that any false declaration may result in my removal from the board of trustees at YBTC.

- I am aged 18 years or over at the date of this election or appointment
- I do not have an unspent conviction relating to any offence involving deception or dishonesty
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement)
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1988 or to an Order made under section 429(b) of the Insolvency Act 1986
- I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissions or the High Court on the grounds of any misconduct or mismanagement (or equivalent in other jurisdictions)
- I am not disqualified under the Protection of Vulnerable Adults List
- I will, if elected, undertake a Disclosure and Barring Service check
- I have read the Charity Commission booklet CC3: The Essential Trustee

Signature

Date

General Data Protection Regulations – Consent Form for Applicants

In May 2018 the law changed about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a charity we need to collect and hold data about you to enable us to process your trustee application. The GDPR laws places a further (and new) obligation for charities to tell their trustee applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

	Type of data	Why we wish to hold it	How long it will be kept for
1	<p>Recruitment data</p> <p>Previous employers</p> <p>Types of job held at other companies</p> <p>Skills and qualifications obtained</p>	<p>This will allow us to make a decision on your suitability for engagement</p>	<p>Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months</p> <p>if an offer is made and more comprehensive GDPR consent form will be issued</p>
2	<p>Ethnic monitoring data</p> <p>Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010</p>	<p>We use this data to understand the ethnic make- up of our Trustee Board and applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity</p>	<p>This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.</p>

Agreement to use my data

I hereby freely give Yorkshire's Brain Tumour Charity consent to use and process my personal data relating to my trustee application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for our Charity is Marie Peacock and I can contact them directly if I have any questions or concerns. Their e-mail address is marie@yorksbtc.org.uk and their telephone number is 0113 340 0111.

I understand that if I am dissatisfied with how the charity uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature:

(if electronically completing please leave signature blank, by returning this form completed with your name you are agreeing to the above statement.)

Date: