Suffolk Refugee Support

Trustee application form

Please answer all questions as fully as possible

# All answers will be treated in strict confidence

Personal details

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| --- |
| First Name:  |

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| --- |
| Surname: |

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| --- |
| Address: |

|  |
| --- |
| Postcode: |

 Telephone numbers:

|  |
| --- |
| Home: |
| Mobile: |

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| --- |
| Email: |

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| --- |
| Occupation:  |

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| --- |
| How do you define your gender? |

How did you hear about being a trustee for Suffolk Refugee Support?

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Please tell us about your work experience, either paid or voluntary. You can also tell us about educational qualifications that you have.

|  |  |  |
| --- | --- | --- |
| From/to | Organisation | Job |
|  |  |  |

Please give details of other organisations of which you are, or have been, a trustee.

|  |  |
| --- | --- |
| From/to | Charity |
|  |  |

Please explain why you would like to be a trustee, and what you feel you can offer us.

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Do you have any special requirements that we would need to consider if you were to become a trustee?

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Please give two referees, one of whom should be your most recent employer:

|  |  |
| --- | --- |
| Name:Email:Relationship to you: | Name:Email:Relationship to you: |

**Data protection:**

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|  |

SRS is committed to protecting the privacy and security of your personal information. Your details will be entered on our database, which we use to record information about trustees. This information is seen only by the staff of SRS. If you do not want to have your details put onto the computer, please put ‘x’ here:

Full details of how when and why we collect personal data about people, how we use it and how we keep it secure is available in our Privacy Policy which you can access on our website (a copy can be provided on request).

**Declaration:**

Trustees are regarded by our funders as being involved in supervision or caring for, or otherwise connected with children, young people or vulnerable adults. In view of this, you must declare all conviction, cautions and/or bindovers for criminal offences, even where they are ‘spent’ as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any reprimands or warnings that you may have received. If your application proceeds, we will arrange for an Enhanced DBS check.

You may not act as a trustee if:

* you are currently declared bankrupt
* you are disqualified from being a company director
* you have previously been removed as a trustee, or are disqualified from being a trustee, by the Charity Commission

Please give details of any of these reservations. Please state ‘None’ if appropriate.

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I declare that the information given in this form is correct and true, to the best of my knowledge.

Signed:

*(If you are returning this form electronically, we will get your signature when we meet)*

Name:

Date:

Please return your completed form to:

**The Secretary to the trustees**

**Suffolk Refugee Support**

**38 St Matthew’s Street**

**Ipswich**

**IP1 3EP**

or

**trusteesecretary@suffolkrefugee.org.uk**

We will contact you to explain the procedure and arrange a preliminary interview.