Trustee ‘Offer to Serve’ application form

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| **Trustee ‘Offer to Serve’ application form** | |
| **Please answer all questions as fully as possible.**  **All answers will be treated in strict confidence, we might ask you about them at interview.** | |
| Section 1 | |
| First Name |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Contact details |  |
| Mobile |  |
| Landline |  |
| Email |  |
| Occupation |  |
| How do you define your gender |  |
| How did you hear about becoming a trustee of SRS? |  |

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| **Section 2** |
| **The Board has confirmed a commitment to ensuring that all Trustees should:**   * Be willing and effective ‘team players’ * Be willing to take on all of the governance duties required from Trustees of a charity * Be available to devote the necessary time to Board meetings and other Trustee duties. The Board meets on the 2nd Thursday evening of each month and the sub committees also meet monthly. Plus reading and events will also take up time. * Be capable of thinking and acting strategically * Be able to demonstrate skills, experience or interests that are needed by the Board. Please refer to the advertisement or website for this. * Be willing to ‘step up’ to additionally support the organisation as necessary |

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| **In your replies to questions 1-4 below, please demonstrate how you meet the criteria listed at 2 above:** |
| 1. *Why are you interested in becoming a Trustee of Suffolk Refugee Support?* |
| 1. *What would you most like to contribute to the organisation through Trusteeship?* |
| 1. *What would you hope to help the organisation to achieve during your Trusteeship?* |
| 1. *What would you hope to learn from being a Trustee of Suffolk Refugee Support?* |

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| **Section 3** |
| **Please complete the SRS Trustee Experience, Skills and Interests questionnaire** |

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| SRS Trustee Experience, Skills and Interests questionnaire | | | |
| Your name |  | | |
| **Please tick all the boxes that apply to you. If you tick the ‘any other areas’ box, please use the additional space at the end to tell us briefly what this is. Also use this space to tell us anything else you think might be relevant.** | | | |
| **Areas in alphabetical order** | **I have some experience in** | **This is/was my job and/or I have qualifications in** | **I am interested in** |
| Admin |  |  |  |
| Business Development |  |  |  |
| Charity/Voluntary organisation governance |  |  |  |
| Fundraising |  |  |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
| Legal |  |  |  |
| Organisational Change / Change Management |  |  |  |
| PR/Comms/Marketing |  |  |  |
| Project Management |  |  |  |
| Public Sector experience |  |  |  |
| Strategy Development |  |  |  |
| Service User lived experience (i.e. been a refugee or asylum seeker) |  |  |  |
| Service User working experience (i.e. worked with this client group) |  |  |  |
| Any other areas where you have relevant skills, experience or interests |  |  |  |

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| **Please use this space to add anything to your responses if you feel you need to.** |
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| **Section 4** | | |
| Please tell us about your work experience, either paid or voluntary. You can also tell us about any educational qualifications you have that you feel are relevant to your application. | | |
| From / To | Organisation or qualification | Job title and brief description |
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| Please give details of other organisations of which you are, or have been, a Trustee. | |
| From / To | Brief details of any Charity for which you are/were a Trustee and any additional roles you took on. |

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| **Section 5** | |
| Do you have any special requirements that we would need to consider if you were to become a Trustee? If yes please give details below, or, if you would prefer, call or email the Secretary of SRS. | |
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| Please give two referees, one of whom should be your most recent employer: | |
| Name:  Organisation:  Email:  Relationship to you: |  |
| Name:  Organisation:  Email:  Relationship to you: |  |

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| **Section 6** |

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| **Data protection:**   |  | | --- | |  |   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). |
| **Declarations**  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   We will carry out legitimate checks in line with the above restrictions and Charity Commission guidance.   |  | | --- | |  |   Please confirm that you are not subject to any of the above restrictions  Our 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, and in accordance with the Rehabilitation of Offenders Act, if your application proceeds we will arrange for an Enhanced DBS check including Children and Adult barred checks to be carried out.  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** |