Trustee Volunteer Application Form

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM (It is important to read the Application Guidance Notes before completing this form.)

Completed application forms should be emailed to: [jobs@samh.org.uk](mailto:jobs@samh.org.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| Personal Details | |  | |
| Post applied for: SAMH Trustee | | Vacancy Reference Number | |
| First Name: |  | Last Name: |  |
| Title: (Mr, Mrs, Ms, Miss, Other) |  | Gender: Male/Female/Prefer not to say/Prefer to self-describe |  |
| Home address: |  | | |
| Post code: |  | | |
| Telephone number: |  | Mobile number: |  |
| Email: |  | | |
| Do you have a relative working for SAMH? Y/N  Please note that it is SAMH policy not to employ relatives within the same service or line management reporting. | |  | |
| If yes, please provide details: | |  | |

|  |  |
| --- | --- |
| Disability Confident Employer Scheme | |
| Do you consider yourself to have a disability? Y/N |  |

Disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. This question is asked to ensure that people with disabilities receive the opportunity of an interview if they meet the minimum criteria for the post applied for.

|  |  |
| --- | --- |
| Protection of Vulnerable Groups (Scotland) Act 2007 | |
| Are you a member of the PVG Scheme? Y/N |  |
| |  |  | | --- | --- | | Are you registered for : |  | | |  |  | | --- | --- | | Children  Protected Adults  Both |  | |
| Membership Number: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Membership of Professional Bodies | | | |  |
| Date | Name of Professional Body | Status of Membership | Level of Membership | Membership No. |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other Directorships/Trustee Positions (please include public, private, charitable, not-for-profit, clubs, associations) | | | |
| Directorship/Trustee | Period from/to | Name of Business/ Organisation: | Nature of Business/ Organisation: |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Present or Most Recent Employment | | | | | | |
| Job title: | | |  | | | |
| All Previous Employment/Volunteering History  (begin with the most recent first and include periods of volunteering and unemployment; please use continuation pages if required) | | | | |  |
| Date From | Date To | Employer’s name and address including post code | | Role Title and details of post including duties, responsibilities and achievements | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |

|  |
| --- |
| Supporting Statement - Relevant Skills, Experience and Achievements |

Please state why you are applying to become a Trustee, and document how you meet the specific requirements of the role profile and person specification, including the skills, experience and achievements you bring to this role.

|  |
| --- |
|  |

|  |
| --- |
| References |

Two references will be sought for successful applicants. References should be from your two most recent employers. We reserve the right to request additional references if we consider it necessary. If you do not have two previous employers, please refer to our application guidance notes.

|  |  |  |  |
| --- | --- | --- | --- |
| First referee details | | | |
| Referee’s full name: |  | Referee’s Tel No: |  |
| Address: |  | | |
| Postcode: |  | | |
| Email address: |  |  |  |
| May we approach prior to interview? Y/N | |  | |
| How long have you known this person? | |  |  |
| In what capacity do you know this referee? | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Second referee details | | | |
| Referee’s full name: |  | Referee’s Tel No: |  |
| Address: |  | | |
| Postcode: |  | | |
| Email address: |  | | |
| May we approach prior to interview? Y/N | |  | |

|  |  |
| --- | --- |
| How long have you known this person? |  |
| In what capacity do you know this referee? |  |

|  |
| --- |
| Recruitment monitoring |

Where did you see this vacancy? (Please mark Y)

|  |  |  |  |
| --- | --- | --- | --- |
| SAMH Website |  | S1Jobs |  |
| Good moves |  | Indeed |  |
| Jobcentre Plus |  | Social Media |  |
| If other, please specify: |  | | |

|  |
| --- |
| Rehabilitation of Offenders Act 1974 |

SAMH has a written policy on the recruitment of ex-offenders, which is available to all applicants. Having a criminal record will not necessarily bar you from working with SAMH, this will depend on the nature of the position together with the circumstances and background of any particular offences.

The post you are applying for is exempt from the relevant provisions of the Rehabilitation of Offenders Act 1974. The Charities and Trustee Investment (Scotland) Act 2005 states that certain individuals are prevented from acting as a charity trustee; for example someone with an unspent conviction for dishonesty or an offence under the Act. This means that you are not entitled to withhold information about convictions which for other purpose are regarded as spent, unless that conviction is protected. For more information regarding conviction disclosures, please refer to the Guidance provided on the Disclosure Scotland website.

|  |  |
| --- | --- |
| Have you ever been convicted of any criminal offence(s) currently? | Yes  No |
| Do you have any criminal charge(s) pending? | Yes  No |

If you have answered yes to either of the question above, please provide the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name of Court | Please provide details of the nature of each conviction, charge or police enquiry, including driving offences. | Penalty imposed and Outcome |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Adults with Incapacity (Scotland) Act 2000 |

The Adults with Incapacity (Scotland) Act 2000 is a significant piece of legislation in the Protection of Vulnerable Adults (POVA). SAMH is committed to ensuring the safety and protection of vulnerable adults by integrating strategies, policies and services relevant to prevention and protection from abuse within the Act.

|  |  |
| --- | --- |
| Have you ever been convicted of any form of abuse? | Yes  No |
| Have you ever been interviewed in connection with or been the subject of any investigation or enquiry into abuse or other inappropriate behaviour? | Yes  No |

If you have answered yes to any of the questions above, please provide the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court (if applicable) | Details of Offence/Enquiry | Penalty imposed and Outcome |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Data Protection |

SAMH will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process. If your application is successful SAMH will process your information for the purpose of facilitating your role as a Trustee of SAMH (for example, sharing information with Companies House, Office of Scottish Charity Regulator, Care Inspectorate; to support grant and tender submissions; with banking institutions and insurance companies – specifically in relation to the professional indemnity insurance cover).

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have a right to access the information that SAMH holds on you. If you would like to do this, please contact the Executive Assistant, Governance. For further information about our processing under Data Protection please refer to the Application Form Guidance Note.

|  |
| --- |
| Declaration |

I certify that the information I have declared in this application form and any attachments are true and correct. I have not withheld any information which may affect my application to become a trustee. I understand that false information or omissions may lead to my ceasing to become or remain a trustee of SAMH.

I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with selection and appointment purposes, and if I become a trustee it will be used for legitimate purposes outlined above and that the information may be verified by SAMH, in accordance with Data Protection legislation.

I understand that this is an application for consideration by SAMH’s Trustee Board and in line with SAMH’s Articles of Association, the decision to progress my nomination will be determined by SAMH’s Trustee Board.

Specifically in relation to the Charities and Trustees Investment (Scotland) Act 2005, I declare that I am not disqualified from acting as a charity trustee and that:

* I am capable of managing and administering my own affairs.
* I do not have an unspent conviction relating to any offence involving deception or dishonesty (or any such conviction which is legally regarded as spent).
* I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or theft.
* I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance.
* I have not been involved in designing and/or promoting tax avoidance schemes.
* I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed form my creditors (ignore if discharged from such an arrangement).
* I have not been disqualified from serving as a company director.
* I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
* I am not disqualified under the Protection of Vulnerable Adults or Children list.
* I will seek at all times to ensure the charity’s funds, and the charity tax reliefs received by this organisation are used only for charitable purposes.

**By completing your name below and emailing the application form, this will be accepted as your signature.**

|  |  |  |  |
| --- | --- | --- | --- |
| Print name: |  | Date: |  |

Completed application forms should be emailed to: [jobs@samh.org.uk](mailto:jobs@samh.org.uk)