## Text Description automatically generated with medium confidence

## Board of Trustees - Recruitment

## 6: Additional information

## In addition to the cover letter and CV, please include in a separate document, the following Additional Information. This will be separated from your cover letter and CV and will not be seen by the shortlisting Panel:

A: Referees

## Details of two people who can provide references in relation to your suitability for this position. These people will not be contacted until after a role offer is made. Referees cannot be related to you.

We understand that people may find it difficult to obtain references for a number of reasons, due to their personal or work circumstances. For example, individuals may not be out as trans in all areas of their life; in this instance we will accept referees who know you in different contexts, not just a work environment. If you have any concerns or questions about this, or any other situation, please contact us.

**For each referee please provide:**

Name:

Position/ Job title:

Organisation name

Email:

Phone number:

Context in which they know you:

B: Reasonable Adjustments

Please use the space below to inform us of any reasonable adjustments that you would like for the interview. This sheet will not form part of the shortlisting process. If you are shortlisted we will refer to this page in order to contact you and confirm arrangements for your interview.

GI is aware that individuals may not feel comfortable disclosing a disability and we understand that there may be many reasons for this, including societal stereotypes and prejudices. In our most recent internal monitoring process, 50% of the staff who responded declared a disability, and, via our Diversity Working Group, we are actively trying to improve our environment to support all staff. We do not approach disability as a barrier to engagement with GI, but would take any declaration as a starting point for discussion, so that – if you were to be offered the post – we could support you in the best possible way to deliver the role. In this context we hope that you can be our open and honest with us, but we understand you are under no obligation to provide any information, and obviously respect that decision.

**C: Data Protection**

The information provided by you as an applicant will be stored either on paper records or a computer system by GI in accordance with the GDPR and Data Protection Act 2018 and will be processed solely in connection with recruitment to the Board.

**Consent & declaration**

By submitting this application I give my consent to Gendered Intelligence to process the data supplied in my letter and CV for the purpose of recruitment and selection.

If I am offered the role, I consent to my information being held and processed by Gendered Intelligence in accordance with the GDPR and Data Protection Act 2018.

If I am **not** offered the role, I understand that my information will be held by Gendered Intelligence for 1 year. After this period my information will be securely destroyed.

I declare that the information given in this application is true and complete. I understand that if I have provided any misleading information on this form or made any omissions that I know would have a material impact on this process, this will be sufficient grounds for terminating my Trustee role.

Signature: Name:

Date:

D: Marketing

It would be helpful if you can tell us where you first heard about this opportunity. We are asking this to help us assess how successful are our efforts to broaden our coverage and increase applications from all sections of the community.