

Trustee Application Form

Threshold Housing Link
2nd Floor, 1 John Street
Swindon Wiltshire SN1 1RT
T: 01793 524661 F: 01793 485915
E: adminthreshold@thl.org.uk
W: www.thl.org.uk



Application Pack Advice and Instructions

Thank you for your interest in joining Threshold Housing Link. The purpose of this page is to offer you advice on how best to complete the application form.

It is advisable to read all of the information contained in the pack

It will prove useful both for the completion of the application form and any subsequent interview.

It is important that you complete the 'Convictions/Disqualifications' section, even if the answer is 'No'

To leave this blank will mean that your application will not be forwarded to the Board of Trustees.

Check that you have answered all questions in conjunction with the personal specification

On completion of your application form, utilise this sheet to double check the relevance of your answers.

The Declaration must be signed and dated

If this is not completed the application will not be forwarded to the Board of Trustees.

We cannot accept CV's on their own as an application.

They may however be included as part your application. Ensure that you make full use of the application form. If you need more space to answer a question, use additional sheets of paper to continue your answer, but make sure it is clear which question you are answering. This ensures equal access for all.

Sections 1, 2 and 3 of your application form will *not* be seen by any member of the Board of Trustees until after shortlisting has been completed. To avoid any necessary delays, or conflict with your current positions, please read the paragraph headed 'References' and annotate accordingly.

Convictions/Disqualifications

This section is compulsory and should include details of any business disqualifications that would exclude you becoming a Trustee e.g. bankruptcy. A full DBS check will be required.

Education History

From the examination years of secondary education through to further/higher education and certified vocational courses such as City & Guilds.

Employment History

Please do not enter any dates, only total months or years.

Relevant Experience and Knowledge

Include relevant experience and/or skills, gained from life experiences or previous employment or charity work that can be transferred into the role of Trustee. Include other training or short/specialist courses.

Gaps in Education or Employment

All gaps in education or employment have to be explained fully.

Personal Statement

Use this section to express your own reasons for your interest in working with Threshold Housing Link and/or your empathy for and willingness to assist homeless people. This should also include your own future career plans or personal goals.

Other Skills, Hobbies and Personal Interests

This section is intended to help the Board of Trustees build up an impression of the person you are, how well your personality will fit within the organisation, and to ensure that you have skills required for the post of Trustee. It could also provide a valuable point of discussion at a subsequent interview.

Mobility

This will help us enable access to all meetings.

Health

Any health problem or disability will not impede the full consideration of the Board of Trustees.

For Office Use Only

Application Reference Number

Date Returned Office Stamp

Received By

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1 Personal Details

The information in Sections 1, 14, 15 and 16 will be detached from the application form prior to short listing.

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <small>(specify)</small>	Date of Birth	Age
Surname	Place of Birth	
Forename(s)	Contact Details <small>please tick your preferred contact method and provide details below</small>	
Address	Home <input type="checkbox"/>	
	Work <input type="checkbox"/>	
	Mobile <input type="checkbox"/>	
Postcode	E-mail <input type="checkbox"/>	
Are you eligible to reside in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a work permit for the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>

Convictions/Disqualifications

Please give details of any convictions (including driving offences) and/or disqualifications from driving or performance of professional duties.

*As this post involves contact with people under the age of 18 years, this post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by the virtue of the Exemptions Order 1975. This means that you are required to disclose any convictions which you have had made against you (excluding Juvenile Courts), regardless of how long ago and no matter that any sentence imposed against you has been served or fine paid. **If you have no convictions, you must state this fact. A full DBS check is required before election to the Board of Trustees.***

Canvassing

In order to ensure fairness and openness of our selection process, please state whether you are related to, or in a close relationship with a trustee, employee or service user of Threshold Housing Link

Yes ☐ No ☐ if YES, please give details:

Name	Position in Threshold
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Relationship with yourself

Please note that canvassing of trustees, employees or service users of Threshold Housing Link in relation to this application will disqualify any applicant. If evidence of this is discovered after appointment, you may be dismissed without notice.

Declaration

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this application form may result in my application being disqualified or may lead to my dismissal if appointed.

Signature	Date
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Data Protection

All information on this form will be treated in strictest of confidence and used to process your application. If you are appointed, this application will form the basis of your personnel file and information on this form may be held on computer. If your application is unsuccessful your details will be kept for a period of 6 months and will then be destroyed.

Equal Opportunities Policy

Definition

Threshold Housing Link is committed to fair treatment in its provision of services and its employment of staff and committee members. Threshold Housing Link opposes discrimination on grounds which include:

Housing Status, Gender, Ethnic Background, Nationality, Physical Disability, Mental Illness, Age, Sexuality, Social Class, Religious or Political Beliefs, HIV Status, Trade Union Membership/Activities

Broad Aims of the Policy

- To provide facilities and services at the Hostel and Houses that are suitable to all Service User and potential Service Users regardless of the above
- To achieve a balanced Board of Trustees, Volunteers, Management Committee and Staff Team
- To provide all Trustees, Committee Members, Volunteers and Staff with equal opportunity to develop their potential
- To work towards countering discrimination among the wider population, against homeless people
- To ensure that all Trustees, Committee Members, Volunteers, Staff and Service Users are fully conversant with the Equal Opportunities Policy and actively subscribe to it

2 Equal Opportunities Monitoring

As an organisation that aims to be an Equal Opportunities Employer, we hope to attract applications from all sections of society. In order to monitor our recruitment process and assess our success as a whole, we ask all applicants to complete this section of the form. Please note:

- All information on this form will be used solely for monitoring and recording purposes
- All information will be treated as confidential and will be separated from the application form immediately upon receipt
- This section does not form part of any application for Trusteeship with Threshold Housing Link

How would you describe your gender?

Age Range Under 19 ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ Over 70 ☐

How would you describe your ethnic origin?

White

British ☐
European ☐
Any other White background ☐
Please describe:

Mixed

Please describe:

Black

Caribbean ☐
African ☐
Any other Black background ☐
Please describe:

Asian

Please describe:

How would you describe your religion or belief?

Do you consider yourself to have a disability? Yes ☐ No ☐ *If you would like to tell us more, please do so below*

Are you registered disabled? Yes ☐ No ☐ *Please tell us more below*

How did you find out about this role of Trustee in Threshold?

Local/National Newspaper ☐ *Which one?*

Professional Journal ☐ *Which one?*

Job Centre ☐ *Where?*

Word of Mouth ☐ *From whom?*

Enquired Directly to Threshold ☐ *Who did you speak to?*

Internet ☐ *Please state website: www.*

Other ☐ *Please state:*

3 References

Please give the names and addresses of two people to whom we may apply for references.

One of these must be your present employer, or last employer, if you are currently unwaged. If you are unemployed you may use a Job Club advisor as a reference.

If you have not been employed before as you are leaving school, college or university, you may use your Head of Year or Tutor, Student Counsellor or Student Advisor.

Retired people may wish to use Community Leaders or professional people e.g. magistrates, GP, Rotary members etc.

Please note relatives are not acceptable as referees.

No appointment will be made without satisfactory references.

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <small>(specify)</small>	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <small>(specify)</small>
Name	Name
Address	Address
Postcode	Postcode
Telephone	Telephone
E-mail	E-mail
In what capacity are you known to this person?	In what capacity are you known to this person?
How long have you known this person?	How long have you known this person?

*All information provided by applicants will be treated as strictly confidential and used only in considering your suitability for this post.
Thank you for your application.*

4 Education History

School, College etc	Examinations passed/qualifications achieved

5 Professional Qualifications

Qualification	Where Obtained	When Obtained

6 Previous Employment *(please do not insert dates, and continue on a separate sheet if necessary)*

Time Employed	Employers Name	Position Held	Skills Gained/Achievements

7 Skills Gained/Achievements

8 Present or most recent employment, voluntary work or role

Name of Organisation	Job/Role Title
Address	Time Engaged/Dates
	Key Duties
Postcode	

9 Charity/Voluntary/Community Work

Dates	Organisations Name	Position Held	Achievements & skills gained

10 Personal Statement *(continue on a separate sheet if necessary)*

Please tell us why you are interested in becoming a Trustee & Director of the company. Give details of what you can bring to Threshold and what you hope to contribute to and achieve personally?

11 Relevant Skills, Experience and Knowledge *(continue on a separate sheet if necessary)*

Please give any details which you feel are relevant to the post and responsibilities of Trustee & Director of the company
- How could you use these to the benefit of the charity, its staff or its service users?

12 Aptitude, Abilities, Achievements, Hobbies, etc (continue on a separate sheet if necessary)

Please give any details of your abilities, achievements, hobbies, charitable and personal interests, along with details of any affiliations and commitments. Use examples to demonstrate your transferable skills, knowledge and understanding of issues.

13 Skills Matrix

Next to each of the following please put a 'C' if you are Competent at, 'U' if you have an Understanding, or 'NK' if you have No knowledge

Budgeting	<input type="checkbox"/>	Interviewing	<input type="checkbox"/>	Planning	<input type="checkbox"/>
Chairing Meetings	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Policy Making	<input type="checkbox"/>
Communication	<input type="checkbox"/>	Legal Issues	<input type="checkbox"/>	Presentations	<input type="checkbox"/>
Conflict Management	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Public Relations	<input type="checkbox"/>
Decision Making	<input type="checkbox"/>	Motivating People	<input type="checkbox"/>	Recruiting Staff	<input type="checkbox"/>
Facilitation	<input type="checkbox"/>	Networking	<input type="checkbox"/>	Report Writing	<input type="checkbox"/>
Finance	<input type="checkbox"/>	People Management	<input type="checkbox"/>	Strategy	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	Personnel Issues	<input type="checkbox"/>	Team Working	<input type="checkbox"/>

14 Conflict of Interest

Please identify any possible areas of conflict of interest, whether professional or personal whether you think they may or may not affect your application or your ability to serve as a trustee.