

# Beaver Community Trust Trustee Application Form



Please complete in black ink and return to:  
Beaver Community Trust, The Willow Centre, Brookfield  
Road, Ashford, Kent, TN23 4EY

*(If you require this form in a different format, please  
contact us, as we will try to accommodate)*

**CONFIDENTIAL**  
Applicant Ref:

**At The Willow  
Centre**

The information on this sheet and sheets 9 & 10 ( will **not** be submitted to the short-listing panel  
and will only be used for administration and monitoring purposes).

## Position

Department/Section

Director

Job Title

Closing Date

Please state where you saw this job vacancy

## Personal Details

Surname

Forenames

Mr / Mrs / Miss / Ms

Telephone Nos.

Home

Work

Ext.

Mobile

Email Address

Post Code ME4 4QR

May we contact you at work?

**Y** / N

Work Permit no:

N/A

Sex

Male / Female

National Insurance Number

YZ 21 08 53 B

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**Education and Qualification** Please give details of all educational qualifications you have obtained that are relevant to the trustee position you are applying for. You will be asked to provide evidence of qualifications.

Examination Taken	Subject	Grade

**Membership of Professional Institutions**

Institute	Grade of Membership	Date Obtained	Current or Lapsed

**Career and Work Experience** Please give details of your last position (paid or unpaid)

	Position
	Final/Current Salary
	Date Started
	Notice required <u>or</u> Date left/reason

Please outline roles and responsibilities

**Previous Employment** Please include any breaks in your career e.g. travelling outside the UK, looking after family, unemployed or studying

Dates	Employer's Name and Business	Position, Role, Responsibilities	Reason for Leaving

*(continue on separate sheet if necessary)*

**Supporting Statement**

This page gives you the opportunity to say why you should be considered for this trustee position. Include the particular abilities and skills you would bring to the board, and explain how you gained them. You may also refer to interests or relevant experience that could be of interest to B.C.T.

*(continue on separate sheet if necessary)*

**Hobbies & Interests**

**References**

Present or Last Employer	Other Referee (should know you in a professional capacity). Referee cannot be a relative.
Name	Name
Address	Address
Post Code	Post Code
School/College leavers should give their tutor as a reference	Capacity in which known:
May we take up this reference prior to interview? Y / N	May we take up this reference prior to interview? Y / N

**DECLARATION**

PLEASE SIGN THIS AFTER YOU HAVE COMPLETED **ALL** PARTS OF THE APPLICATION FORM.

I certify that to the best of my knowledge all the information I have given is correct. I understand that deliberately giving false, misleading or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.

Signed ..... Date .....

<b>Special Provisions</b>	
We are committed to seeing the most suitable candidates and welcome applications from people with any disability or special need.	
Are there any special provisions you would need to attend interview?	Y / N (if Yes, please give details)
In terms of any disability, are there any special provisions, adjustments or equipment needed for you to do the job?	Y / N (if Yes, please give details)
In terms of any disability, are there any special provisions, adjustments or equipment needed for you to get around the area (if required for this post)?	Y / N (if Yes, please give details)
Beaver Community have a policy that all members of staff have CRB checks carried out. Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act (1974). A conviction will not necessarily bar you from employment.	Y / N (if Yes, please give details)

### Equal Opportunities Statement

#### Statement of Intent

Beaver Community Trust (BCT) is committed to equal opportunities. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic origin, religion, disability or on grounds of sex, sexual orientation or marital status, and its managers have a duty to ensure that all recruitment decisions are based on criteria to the job.

<b>Medical Information</b>
Under the Disability Discrimination Act 1995, Beaver Community Trust must exercise its responsibilities to applicants covered by the legislation. So that we can do this, please tell us if you have any difficulties with any of the following:
Mobility/Manual Dexterity/Physical Co-ordination
Ability to lift/carry or otherwise move everyday objects
Speech/Hearing or Eyesight
Memory or ability to concentrate, learn or understand

Do you have a disability?		Y / N
Is the disability expected to last, or has it lasted for a period of at least 12 months		Y / N
Are you prepared to undergo a medical examination		Y / N
How many days sick leave have you had off in the last 12 months?		
Please give details if more than 10 days:		
<b>Are you legally entitled to work in the UK?</b>		
Yes / No (please delete as appropriate)		
<b>Do you have a Full, Clean UK Driving Licence?</b>		<b>Y / N</b>
<b>Ethnic Origin (for monitoring purposes only)</b>		
Asian or Asian British	Mixed Chinese	Black or Black British White
<b>Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act (1974)? A conviction will not necessarily bar you from employment.</b>		
Y / N (if Yes, please give details)		
If yes, please give brief details below or in a sealed envelope marked for the attention of the Chairman and send with this form.		
Offence	Date	Sentence
<b>For all appointments a DBS check is mandatory.</b>		
<p><b>Notice to Applicants: Applying for work directly with young people</b></p> <p>If you are applying for work directly with young people, the provisions of the Rehabilitation of Offenders Act do not apply. This means that you are not entitled to withhold information about convictions which, for other purposes are "spent" under the provisions of the Act. Failure to disclose such convictions could result in your dismissal at a later date. Information will be treated as confidential and will be considered only in relation to your application for positions to which the order applies.</p> <p>PLEASE SIGN THIS AFTER YOU HAVE COMPLETED ALL SECTIONS OF THE APPLICATION FORM</p> <p>I certify that to the best of my knowledge all the information I have given is correct. I understand that deliberately giving false, misleading or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.</p> <p>Signed: ..... Name... .....Date</p>		