Trade Sexual Health - Trustee Application

The nature of the work may require you to work in different settings and diverse communities. If for any reason you think this may impact on your own wellbeing, family or culture and may prevent you from applying, please contact us to discuss your concerns confidentially.

Please fill in the empty boxes in the application form. These will expand as needed. DO NOT alter the headings, the sections on the titling of the form.

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| Please tell us how you heard about volunteering for Trade: |
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| --- | --- | --- | --- |
| Personal details | | | |
| First name: |  | Surname: |  |
| Address: |  | | |
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|  |  | | |
| Postcode: |  | | |
| Phone No |  | Can we leave voicemail |  |
| E-mail address: |  | | |

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| Education/Qualifications | | | |
| Name of Place of Learning | Course Title and Qualification/Grade Achieved | Date Obtained |
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| Training and Development | | | |
| Use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application. | | | |
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| Employment/volunteering experience | | | |
| **Previous employment/volunteering:** Please include up to 2 previous experiences (paid or unpaid), starting with the most recent, first (if applicable). | | | |
| Name of current or most recent employer: |  | | |
| Position held: |  | | |
| Date started: |  | Leaving date (if applicable): |  |
| Reason for leaving: |  | | |
| **Brief description of duties:** | | | |
|  | | | |
| Name of previous employer: |  | | |
| Position held: |  | | |
| Date started: |  | Leaving date: |  |
| Reason for leaving: |  | | |
| Brief description of duties: | | | |
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| All previous employment history accounting for any gaps between jobs | | | |
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| Information in support of your application |
| Skills, abilities and experience  Please use this section to demonstrate why you think you would be suitable for the post by reference to the “Get on Board” Trustee pack (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. |
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| Convictions/ Disqualifications |
| A criminal record will not necessarily be a bar to obtaining a position with Trade Sexual Health. If a check is returned and reveals any information, this will be discussed with the applicant. |
| We recognise the contribution that ex-offenders can make as trustees. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.  The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) and Amendment 2014  We would draw your attention to the following statement:-  **Because of the nature of the role for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act.**  Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order: |
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| Reasonable Adjustments due to Disability | |
| Having read the “Get on Board” Trustee pack which outlines the requirements of the role do you require any reasonable adjustments in order to undertake (a) the selection process (b) to undertake the duties and responsibilities of this volunteer role if your application and interview are successful. |  |
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| Right to Work | |
| Are you subject to any conditions relating to your paid or unpaid employment in this country? please state YES or NO  If "YES" please use the space below to tell us what these are? |  |
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| References | | | |
| We will take up references once you have been interviewed and provisionally offered the post. We require two references, one of which must be from your most recent employer/college/university or any other professional body and the second can be a character reference from someone who has known you for over 2 years and is not a partner or family member.  Please give the detail and contact information for **two** referees | | | |
| Name of first referee and relationship to you: |  | | |
| Phone No: |  | Email: |  |
| Name of second referee and relationship to you: |  | | |
| Phone No: |  | Email: |  |

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| 9. Declaration | | | |
| Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. Electronic signatures will be accepted.  **I agree that Trade Sexual Health can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulations.**  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment paid or unpaid may be withdrawn or terminated.**  If you apply for a position with Trade Sexual Health, we will use the information you provide to assist in the recruitment selection process and as set out below. Trade Sexual Health may also seek additional information from other sources, for example, by using your references in the final stages of the recruitment process.  Information provided on this application form and any information obtained from other sources will be retained in all cases in hard copy format and/or electronically securely and only for as long as is required for the purposes of:  the administration of your application  forming the basis of your employment records, if your application is successful  discharging any legal or regulatory requirements  contacting you in relation to your application (this could be by email, post or SMS)  By submitting this application, you will be giving your consent to Trade Sexual Health to process your personal and sensitive personal data for the purposes explained above. Should you wish to withdraw your application, please contact [info@tradesexualhealth.com](mailto:info@tradesexualhealth.com)  Should you wish to see a copy of the information held by Trade Sexual Health which you have provided as part of your application for becoming a Trustee, this information will be provided within 30 days of receipt of your request. Any request should be made in writing to Administration, Trade Sexual Health, 2nd Floor, 27 Bowling Green Street, Leicester, LE1 6AS or via email to [info@tradesexualhealth.com](mailto:info@tradesexualhealth.com)  By signing this form, or by returning it using email, you are confirming that you have read and accept the above. | | | |
| Signed: |  | Date: |  |

**Once completed please e-mail your application to** [**chair@tradesexualhealth.com**](mailto:chair@tradesexualhealth.com) **along with the data monitoring form (this will be separated from your application on receipt of the application and is not considered as part of the application and appointment process).**