**Trustee Application form**

Please complete this form as a Word document or print it out and complete in black ballpoint pen. If you complete the form in hard copy please attach extra pages if you need them.

**Please note:**

**This application form aims to help you demonstrate your suitability for the role of Trustee at the National Deaf Children’s Society. The specific abilities and experience that we are looking for are described in our advert and in our trustee role description and person specification.**

**We strongly recommend that you read both the advert and the trustee role description and person specification carefully before completing your application.**

**Section A – Personal details**

First name(s)

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Last name

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Contact details:

Address

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| --- |
| Postcode |

Email

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Phone

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How did you find out about this vacancy?

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Could you briefly tell us why you are interested in becoming a Trustee of the National Deaf Children’s Society and what particular strengths and experience you would bring to the Trustee Board?

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**Section B – Membership**

Are you a current member of the National Deaf Children’s Society?

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Are you a parent or carer of a deaf child or young person under 25 years of age?

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If so, how old is your deaf son or daughter?

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Please may we have your deaf son or daughter’s date of birth?

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| DD/MM/YYYY |

**Section C – Trustee competencies**

The specific competencies expected of a Trustee are listed in the role description and person specification (page 6).

Please tell us how you have demonstrated the following competencies, using specific examples drawn from work, home or other activity, such as voluntary or non-executive roles.

Focus (strategic, creative, analytical, understanding of governance)

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Communication and team working (active, reasoning, listening, helpful challenge, influence, engaging)

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Accountability (independent, sound judgement, confidentiality, manage difficult situations)

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Safeguarding

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**Additional skills, experience or training**

Please use the space below to describe any additional skills, experience or training which you can offer us, including details of any voluntary or non-executive positions you hold or have held. Please give specific examples wherever possible. These can include experience gained from work, home or in a voluntary capacity.

**Please include any experience, training or qualifications relevant to the expertise listed in the advert for this recruitment, or the specialist expertise listed on page 7 of the Trustee role description and person specification**.

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**Section D – Declaration**

All applicants must satisfy certain statutory requirements in order to become a charity trustee. You are therefore required to sign the following declaration.

By completing and signing this form, you declare that you:

* are over 18
* are willing to act as a trustee of the National Deaf Children’s Society (NDCS)
* understand NDCS’s purposes (objects) and rules set out in the governing document (<http://www.ndcs.org.uk/about_us/our_vision/>)
* have not received a caution or a conviction in a court of law of a serious criminal offence or any child related offence
* are aware of your duties and responsibilities as a charity trustee set out in the Charity Commission guidance ‘The essential trustee’ (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>), and in terms of the Charities and Trustee Investment (Scotland) Act 2005
* have read and understood the Charity Commission’s guidance on safeguarding duties for charity trustees (<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>)
* are not prevented from acting as a trustee by the Charities Act 2016 or the Charities and Trustee Investment (Scotland) Act 2005 because you:
* have an **unspent** conviction for any of the following
1. an offence involving **deception or dishonesty**
2. a **terrorism** offence
	* to which Part 4 of the Counter-Terrorism Act 2008 applies
	* under sections 13 or 19 of the Terrorism Act 2000
3. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
4. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
5. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
6. an offence of **misconduct in public office, perjury or perverting the course of justice**
7. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence.
* are on the **sex offenders register** (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003).
* have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth.
* have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
* are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
* have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
* have **previously been removed as a trustee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
* have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation).
* are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity.
* are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order).
* **have an individual voluntary arrangement** (IVA) to pay off debts with creditors.
* are subject to a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order.
* are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order**).
* will inform the National Deaf Children’s Society promptly if, after the date of this declaration, one or more of the disqualification reasons applies to you
* give your consent for NDCS to carry out relevant checks including, if necessary, identity checks, Disclosure and Barring Service (previously CRB) checks and checks against the Charity Commission’s and Office of the Scottish Charities Regulator’s lists of removed or disqualified trustees
* undertake to fulfil your responsibilities and duties as a trustee of NDCS in good faith and in accordance with the law and within the objects and mission of NDCS.
* understand that all trustees of NDCS must sign and comply with the NDCS Trustee Board Code of Conduct and must complete a Declaration of Interests form, which may be made available to members of the public on enquiry.
* understand that it is an offence under section 60(1)(b) of the Charities Act 2011 and undersection 26 of the Charities and Trustee Investment (Scotland) Act 2005 to knowingly or recklessly provide false or misleading information.

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| Signature: |  | Date: |  |

**Section E – References**

Please provide the details of two people who can comment on your suitability for appointment to the Board. They should not be relatives. No appointment can be made to the Board until after satisfactory references have been received.

**1. Name**

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Address

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| Postcode |

Email

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Tel no

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**2. Name**

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Address

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| Postcode |

Email

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Tel no

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**Submitting your application/ enquiries:**

**Email**: Please save your completed application as a Microsoft Word document and email as an attachment with a copy of your CV, completed Declaration of Interest form and diversity monitoring form to: trustees@ndcs.org.uk.

**Post**: Alternatively, please post your completed application form, CV and Declaration of Interest and diversity monitoring form to:

Administrator: Governance and Planning

The National Deaf Children’s Society

Ground Floor South, Castle House

37-45 Paul Street

London, EC2A 4LS

If you would like to discuss the Trustee role informally, or have any queries about this application form or the application process, please contact us, by email or phone:

Email: trustees@ndcs.org.uk

Direct line: 020 7014 5923