**Trustee Application Form**

**CLOSING DATE FOR APPLICATIONS: 19th October 2018**

Interview Date: To be arranged

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| **General Information** |

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| Full name:  |

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| Where did you see this post advertised?: |

|  |  |
| --- | --- |
| Home Address: | Address for communications (if different):  |

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| Home Telephone Number: |

May we contact you here? Yes / No

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| --- |
| Mobile Telephone number:  |

May we contact you here? Yes / No

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| Email Address:  |

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| **Motivation** |

Please explain why you would want to become a Trustee of Pie Factory Music?

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**Do you have any previous Trustee or charity experience? Yes / No**

If yes, please give details:

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| **Skills & Interests** |

We are seeking Trustees with particular expertise and skills.

Please tick the following skills areas that apply:

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| --- | --- |
| Managing a charity |  |
| Business Strategy / Sustainability Planning |  |
| HR Management |  |
| Finance / Accountancy |  |
| Legal  |  |
| Fundraising |  |
| Digital Engagement |  |
| Marketing |  |
| Monitoring and Evaluation of Impact |  |

Please give details of your expertise in the areas you’ve selected:

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Please include details of any other skills and interests that may be relevant to the role of Trustee. This can include languages spoken, creative skills, public duties, community or voluntary work experience.

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| **Suitability & Conflicts of Interest** |

Are you aware of any matter, which might call into question your integrity as a trustee or bring you / or Pie Factory Music into disrepute? These may include criminal investigations or convictions, financial affairs and reputation.

Yes / No

Are you aware of any matter, which may present a conflict of interest if you were to be elected as a Trustee?

These may include personal relationships or membership of organisations.

Yes / No

If the answer is yes to either of the above please give details here:

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| **References** |

Please give details of two people who can comment on your suitability for this role. Please note references from relatives are not acceptable.

**Reference 1 Reference 2**

|  |  |
| --- | --- |
| Name:  | Name:  |
| Relationship to you:  | Relationship to you:  |
| Position:  | Position:  |
| Organisation:  | Organisation:  |
| Address:  | Address:  |
| Email:  | Email:  |
| Tel. No: | Tel. No: |

May we contact your references prior to interview: Yes / No

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| **Criminal Offences** |

Do you have any unspent cautions, convictions, police reprimands or warnings?

Yes / No

If yes, please provide details in the box below:

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| Details of any relevant cautions or convictions:  |

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| **Declaration** |

I confirm that the details given in this form are correct and understand that any false declaration may result in my removal from the Board of Trustees.

* + I am aged 18 years or over at the date of this election or appointment
	+ I do not have an unspent conviction relating to any offence involving deception or dishonesty
	+ I am not an undischarged bankrupt (or subject to sequestration in Scotland) or have current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
	+ I am not subject to a disqualification order under the Company Directors Disqualification Act 1988 or to an Order made under section 429(b) of the Insolvency Act 1986
	+ I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissions or the High Court on the grounds of any misconduct or mismanagement (or equivalent in other jurisdictions)
	+ I am not disqualified from being a company director
	+ I am not disqualified under the Protection of Vulnerable Adults List
	+ I am not barred by the Disclosure and Barring Service (DBS) from work involving contact with children or vulnerable adults (regulated activity).
	+ I will, if elected, undertake a Disclosure and Barring Service check
	+ I have read the Charity Commission booklet CC3: The Essential Trustee – what you need to know <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
	+ I understand and am able and willing to commit necessary time, preparation and effort to the proper discharge of the responsibilities of a trustee
	+ I hereby explicitly consent to Pie Factory Music holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998

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| **Signature** |  |  | **Date** |  |

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| **Returning this form**  |

Please return your completed application form to: info@piefactorymusic.com

Or by post to Pie Factory Music, Ramsgate Youth Centre, High Street St Lawrence, Ramsgate, Kent, CT11 0QG