# Application Form for Election as Trustee

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| --- | --- |
| **A** | **Personal Details** |
| Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Daytime telephone |  | Evening telephone |  |

|  |  |
| --- | --- |
| **B** | **Employment Details – please give brief details of your last employment (up to 5)** |
| From | To | Title | Employer |
|  |  |  |  |
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| --- | --- |
| **C (about 250 words)** | **Interest and Motivation: please tell us why you are interested in being a Trustee of Luton Law Centre** |
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|  |  |
| --- | --- |
| **D (about 250 words)** | **Knowledge and Experience: Memberships, Board positions, Qualifications or other relevant experience as per Person Specification** |
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|  |  |
| --- | --- |
| **E (about 250 words)** | **Personal Qualities – please give concrete examples of how you demonstrate the personal qualities of a Trustee as per Person Specification** |
|  |
| **F** | **Skills – please list up to five key skills (see page 6) that you can bring to the Board, indicate levels, and how you anticipate using them as a Trustee of Luton Law Centre.**  |
| Skill | Level (see key below) | How will you use this skill as a Trustee of Luton Law Centre? |
|  |  |  |
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### Levels Key:

|  |  |
| --- | --- |
| Have some knowledge | = 1 |
| Good current hands-on experience | = 2 |
| Expert in this area | = 3 |

|  |  |
| --- | --- |
| **F** | **What other experience or skills do you feel you offer and how?** |
|  |
| **G** | **What areas of work do you have a particular interest in and/or would like to become more involved in** |
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| --- | --- |
| I confirm that the information on this form is correct to the best of my knowledge | Signature |

# Trustee Eligibility Declaration

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| --- |
| **Section 1 Personal Details** |
| Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Daytime telephone |  | Evening telephone |  |

|  |
| --- |
| **Section 2 Charity Details** |
| **Charity name** | Luton Law Centre |
| **Registration number** | 1039998 |

|  |
| --- |
| **Section 3 Declaration** |
| **I declare that:*** I am willing to act as a trustee of the organisation named above
* I understand the organisation’s purposes (objects) and rules set out in its governing document
* I am not prevented from acting as a trustee because I:
	+ have an unspent conviction for an offence involving dishonesty or deception
	+ am currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
	+ have an individual voluntary arrangement (IVA) to pay off debts with creditors
	+ am disqualified from being a company director
	+ am subject to an order made under section 429(2) of the Insolvency Act 1986
	+ have previously been removed as a trustee 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 any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)

**I also declare that:*** the information I provide to the Charity Commission is true, complete and correct
* I understand that it is an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
* the organisation’s funds are held (or will be held) in its name in a bank or building society account in England or Wales
* I will comply with my responsibilities as a trustee – these are set out in the Charity Commission guidance ‘The essential trustee (CC3)’
* (if applicable) the primary address and residency details I provide in a charity registration application are correct and I will notify the Charity Commission if they change

**Personal Benefit*** If the organisation pays or will pay any trustee for being a trustee OR any Trustee or person connected to them for providing goods and services, I declare that this will:
* Be in the organisation’s best interests
* Be lawful and authorised
* Help the organisation carry out its purpose (or be a necessary by-product of it carrying out its purposes)
 |
| Signature |  | Date |  |

# Trustee Monitoring Form

When we advertise for Trustees, we like to be able to monitor and check that we are attracting a wide variety of applicants. It is helpful to us if you can complete and return this form, together with your application.

This monitoring form is detached from your application as soon as we receive it, and none of the information contained in it is used for any selection or election purposes.

1. Are you: Female 🞏 Male 🞏 Prefer not to say 🞏

2. How do you describe your ethnic origins:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White British |  | Mixed – White/Black Caribbean |  | Asian - Indian |  |
| White Irish |  |  - White/Black African |  |  - Pakistani |  |
| White Other |  |  - White/Asian |  |  - Bangladeshi |  |
| Black Caribbean |  |  - mixed other |  |  - Asian Other |  |
| Black African |  | Chinese |  |  |  |
| Black Other |  | Other |  | Prefer not to say |  |

3. Are you aged under 25 🞏 25 – 40 🞏 40 – 60 🞏 over 60 🞏

4. Do you have a disability?

|  |  |  |  |
| --- | --- | --- | --- |
| Not considered disabled |  | Cognitive impairment |  |
| Physical impairment |  | Long-standing illness or condition |  |
| Sensory impairment |  | Other |  |
| Mental Health Condition |  | Prefer not to say |  |
| Learning disability/difficulty |  |  |  |

# Trustee Declaration of Interests

I declare that I am a trustee of Luton Law Centre and set out below my interests.

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| --- | --- |
| **Category** | **Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection** |
| Current employment and any previous employmentin which you continue to have a financial interest. |  |
| Appointments (voluntary or otherwise) e.g.trusteeships, directorships, local authoritymembership, tribunals etc. |  |
| Membership of any professional bodies, specialinterest groups or mutual support organisations. |  |
| Investments in unlisted companies, partnershipsand other forms of business, major shareholdings and beneficial interests. |  |
| Gifts or hospitality offered to you by external bodiesand whether this was declined or accepted in the last twelve months. |  |
| Do you use, or care for a user of the organisation’sservices? |  |
| Any contractual relationship with the charity or itssubsidiary. |  |
| Any other conflicts that are not covered by the above. |  |

To the best of my knowledge, the above information is complete and correct. I undertake

to update as necessary the information provided, and to review the accuracy of the

information on an annual basis.

Name:

Signed:

Date: