**Trustee Application**

Please return to:

**Volunteer Service Manager**

**The Together Trust**

Schools Hill, Cheadle

Cheshire SK8 1JE

t: 0161 283 4848

**volunteer@togethertrust.org.uk**

**togethertrust.org.uk**

Registered Charity Number 209782



# Thank you

We are delighted you have expressed an interest in becoming a Trustee with the Together Trust. All our Trustees help enrich the care, education, and support we provide to children, young people and adults and we thank you for completing this application form. In case you have not already had the chance to learn very much about the Together Trust, you can find out about us and our existing Board of Trustees on our website or we can send you an information pack if you have not already had one. On our website you’ll find information about:

* what we do and why we do it
* the people who are already Trustees with us
* what it’s like to be a Together Trust Trustee
* the responsibilities of a Trustee
* the benefits of being a Trustee with us
* support available to you throughout the application process and when actively volunteering as a Trustee.

If you have any queries about your application, need help with completing this form, or would like to submit the information in a different way, please let us know and we will be happy to talk it through with you.

**Contacting the Volunteer Service**

Telephone: 0161 283 4882

07342 067 557

 Email: volunteer@togethertrust.org.uk

**Your contact details and background**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name  |  | Title  |  |
| Forename(s)  |  | Preferred name  |  |
| Address  |  | Telephone (landline)  |  |
| Telephone (mobile)  |  |
| Postcode  |  |
| Email address  |  |

|  |
| --- |
| **Employment history** Please give details of your employment history over the past ten years, including your present (or last) employer, plus any other roles you feel are relevant to the role of Trustee. |
| Dates  | Organisation name, address, & nature of business  | Position held  | Reason for leaving  |
| From  | To  |
|  |  |  |  |  |

|  |
| --- |
|  **Gaps in your employment/education**  |
| **Dates**  | Please provide details of any time not spent in employment or education, including periods of unemployment, over the past ten years. |
| From  | To  |
|   |   |   |

|  |
| --- |
| **Education**  |
| **Secondary/higher education (including month and year)** Short-listed candidates will be asked to provide original qualification certificates where relevant.  |
| **Dates**  |  School/college  |  Certificates/qualifications awarded and dates  |
| From  | To  |
|   |   |   |   |
| **Other qualifications/professional memberships/relevant courses** Including any language(s) and fluency, such as sign language. Please also clarify the exact course details (for example if you hold an NVQ Level 3 in Health & Social Care please state whether this is for adults or children and young people.) |
| Date achieved / attended  | Qualification/professional membership/relevant course  |
|   |   |

# Your skills, motivation, and experience

For the questions below we would be grateful if you read this information carefully and complete as much as you can. We do not expect you to have experience in all areas - we offer training and support to help our new Trustees help fill skills gaps where needed. We take into account applicants’ potential as well as experience, as we recognise that some Trustees will develop in the role.

Please leave blank any areas which are not applicable and continue on a separate sheet if necessary.

|  |
| --- |
| **Why would you like to become a Trustee with the Together Trust?** |
|  |
| **Do you have any experience in using services like those offered by Together Trust, or understanding (for example from your social or family background) that will help us better support the goals of the Together Trust?** |
|  |
| **Please describe any experience you have of the voluntary sector and supporting people from disadvantaged groups.** |
|  |
| **Do you have any experience of strategic planning relating to finance, risk, HR (Human Resources), or performance management? If so, please tell us about that here.**  |
|  |
| **Please outline any experience you may have at a senior level in a charity or business. This could be as an employee, a volunteer, or as an entrepreneur.** |
|  |
| **Do you have any skills or experience that you think would be relevant to the work of the Together Trust or the skills gaps we are looking to fill on our Trustee Board?** |
|  |
| **What could we do to help you thrive as a Together Trust Trustee, and is there any way in which we can support you during the interview process?** (This could include practical considerations around physical access or paying for travel to meetings, or suggestions relating to the requirements of the role itself.) |
|  |

**Your referees and connections**

|  |
| --- |
| **References** Please provide three references, one of which should be your present / most recent employer or if not available character references from a professional. **References from a spouse or partner, or members of your family, are not acceptable.**  |
| 1.Referee Name  | To  | Job Title |  |
| Company name |  | Relationship to you |  |
| Address |  | Telephone  |  |
| Postcode |  | Email |  |
| 2.Referee Name  | To  | Job Title |  |
| Company name |  | Relationship to you |  |
| Address |  | Telephone  |  |
| Postcode |  | Email |  |
| 3.Referee Name  | To  | Job Title |  |
| Company name |  | Relationship to you |  |
| Address |  | Telephone  |  |
| Postcode |  | Email |  |

|  |
| --- |
| **Connection to Together Trust** Are you related to any person employed by, or connected with the Together Trust (formerly known as the Boys and Girls Welfare Society) including children, young people and young adults in receipt of a service from the Together Trust, and if so in what capacity?  |
| Name  |  | Job title  |  |
| Relationship  |  |
| Direct/indirect canvassing in relationship to this application will render you liable to disqualification  |

|  |
| --- |
| I declare that the information given on this form is complete and current to the best of my knowledge, and I understand that any deception may render any offer of volunteer work to be terminated if discovered after my appointment.  |
| Signature of applicant  |  | Date  |  |

***If you return this form by email without signature, you will be assumed to have accepted the above declaration.***

# Further information and next steps

# Data Protection

The information provided in this application form may be used for statistical analysis, to obtain references from past and current employers, and to administer the Together Trust’s operations in connection with the volunteer.

Unsuccessful applications will be destroyed after six months.

# Identification

Applicants being invited to join a governing body will be asked to provide the following documents prior to starting with the Together Trust:

* relevant qualification certificates or appropriate documentary evidence of training courses
* Driving licence (if applicable)
* Proof of identity and current address, such as:
* passport or photo driving licence
* birth certificate
* utility bill or bank / credit card statement
* One passport sized photograph.

# Disclosure & Barring Service

Any offer of a Trustee role will be subject to an Enhanced DBS Check that is satisfactory to the Together Trust. The Together Trust will carry this out by asking successful candidates to complete an online Disclosure Application Form. Some of the documents detailed above, such as your passport or photo driving licence, will need to be seen by nominated Together Trust staff in carrying out this process. If you do not have either of these documents then alternative ID options will be discussed with you.

The Together Trust follows the DBS’s code of practice, a copy of which is available on request from the Volunteer Service or via the Direct Gov website – [www.directgov.gov.uk](http://www.directgov.gov.uk/).

If you have any queries regarding this process then please contact the Volunteer Service Manager at the Together Trust.

Please note that we will also ask you to complete a self-disclosure form to declare any cautions, convictions, reprimandsand final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

# Safeguarding

The Together Trust is committed to keeping children and vulnerable people safe and will stringently follow procedures to endorse this; therefore safeguarding children and vulnerable people is a priority for all employees and volunteers.

# Equality, diversity, & inclusion

We believe we will deliver long lasting social impact when our Board and leadership teams reflects the community of people and families we are here to serve. Improving Board diversity is crucial for us in terms of our values as an organisation. It means we are more effective, make better decisions and is key to effective delivery of our mission. We active encourage applications from people who are Black or a minoritized ethnicity, disabled, LGBTQ+ and/or have varying levels of educational attainment.

# Right to work/volunteer in the UK

Although the Together Trust is free to take on any person for a genuine volunteer role, we are legally required to ask potential Trustees to provide proof of their right to work in the UK at interview.

# Other information

All invitations to join the Board of Trustees will be subject to the receipt of references that are satisfactory to the Together Trust, one of which must be your current or last employer or if not available, a character reference from a professional. You should also provide details of someone, such as your supervisor/line manager who is able to comment on your suitability for this role. Please note that references from your spouse or partner, or members of your family, are not acceptable.

In addition to the Disclosure & Barring Service detailed above, applicants for governing body roles should not be disqualified from being able to hold Trustee positions. To this end, the Together Trust will carry out the relevant checks to ensure that this is not the case.

You will be informed if you have been unsuccessful at any stage of the recruitment process.

In the meantime may we take this opportunity to thank you for your application and for your interest in the Together Trust.

# Problems and concerns

If you have any queries or problems completing this application, we will be happy to help. This may include sending it to you in an alternative format or taking your details via phone or video call. Please contact us to discuss any needs you have using the details below. We can call you back if you let us know a good time to contact you.

**Contacting the Volunteer Service**

Telephone: 0161 283 4882

07342 067 557

 Email: volunteer@togethertrust.org.uk

**Recruiting applicants with criminal records**

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs, volunteering roles, and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers / volunteer recruiters, and if they are disclosed, employers / volunteer recruiters cannot take them into account.

For further information on filtering please refer to [Nacro guidance](http://www.nacro.org.uk/data/files/practical-guidance-on-dbs-filtering-1032.pdf) and the [DBS website](https://www.gov.uk/government/publications/dbs-filtering-guidance).

 We recognise the contribution that ex-offenders can make as volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this role. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused roles 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.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

Successful applicants will be asked after interview to disclose in writing any convictions, cautions, reprimands and final warnings that are not protected. It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering).

**Everybody deserves an equal chance in life. There are no exceptions.**

This includes those with behavioural challenges, learning difficulties, physical disabilities, complex health needs and autism spectrum conditions. Each one has the ability and the right to experience joy, happiness and hope.

At the Together Trust we do everything in our power to make that happen and we have been doing it since 1870. We continue to meet the needs of thousands of children, young people and adults in the North West and beyond.

There is nothing more rewarding for us than seeing someone break through their barriers and take control of their life.



 Registered charity number 209782

 [**www.togethertrust.org.uk**](http://www.togethertrust.org.uk/)



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