



## SHEPTON MALLET ALMSHOUSES: TRUSTEE APPLICATION FORM

### Contact Details

**NAME**

**HOME ADDRESS  
&POSTCODE**

**HOME TELEPHONE**

**MOBILE**

**Email**

**Date of Birth**

**Are you prepared to work on  
sub-committees?**

**I have been resident in the Shep-  
ton Mallet area for:**

### About You

**Tell us why you are interested in becoming a Trustee**

**Please tell us about the particular knowledge, skills and experience you would bring to  
our Board**



**Please tell us about any previous experience you have in relation to membership of other Boards/ Committees:**

**Please add any further information you may think relevant to your application:**

**Please check the boxes below if you have experience in any of the following areas:**

- |  |   |  |                                      |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Older Persons' Housing  | <input type="checkbox"/> Chairing                                 | <input type="checkbox"/> Community development | <input type="checkbox"/> Social Care |
| <input type="checkbox"/> Fundraising / Marketing | <input type="checkbox"/> Health sector                            | <input type="checkbox"/> People management     |                                      |
| <input type="checkbox"/> Policy/research         | <input type="checkbox"/> Finance / Accounting                     | <input type="checkbox"/> The legal profession  |                                      |
| <input type="checkbox"/> Event Management        | <input type="checkbox"/> Tenant/resident/service user involvement | <input type="checkbox"/> Training/             |                                      |
| staff development                                | <input type="checkbox"/> Charities / Charity Commission           |  |                                      |

Reference Details Please provide the details of two people who can act as referees for you (one should be from a professional background).

Referee 1:  
Name:

Referee2:

Address:

Email address:

Telephone number:

Relationship to applicant:



**Conflict of interest**

A conflict of interest arises when the best interests of an individual trustee are, or could be, different from the best interests of the charity itself. This may be something that affects the trustee directly, or indirectly, through a family member, friend or business partner.

For example, a trustee owns a building company which is currently a little short on work, and the charity needs some building work done. As an individual, the trustee would like the work to be given to their company, but as a trustee they have a responsibility to choose the best company for the job – which might not be their own company.  I confirm that to my knowledge there is no conflict of interest in relation to this role.  There is a potential conflict of interest I would like to draw your attention to, but this should not impact on my role as a Trustee.

**Details:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

Role description  I have read the Trustees ‘information pack’ and understand what the role involves.  
Commitment  I understand the time commitment involved and responsibility to attend Trustee meetings.  
 (If employed) I confirm that my employer is happy to let me attend Trustee meetings

I declare that, to the best of my knowledge, the information I have provided is complete and true. I understand that if I say or write anything that is not true or is misleading, or if I leave out something important, I may not be offered the opportunity to become a Trustee with Shepton Mallet Almshouses, or I may be asked to resign if I have already been appointed.

Signed: ..... Date:

**Data Protection**

All information given, or obtained, in connection with this application form will be held by Shepton Mallet Almshouses in accordance with the Data Protection Act 1998. The information contained in this form will be used for the purposes of processing your application for trusteeship. If you become a trustee we shall keep this information on your file. If you do not become a trustee we will retain this form for no longer than one year.

If you become a trustee your personal details will be used to update the Charity’s details on the Charity Commission website. Your address and contact details will be provided to all members of staff and trustees in order for you to perform your role as a trustee. The charity will contact you in your capacity as a trustee using the information you have provided, for example to provide Board papers, advertise fundraising events and so on. Please tick the box to confirm your consent to the use of your information as above



## Eligibility declaration

Some people are disqualified by law from acting as Trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. The following persons are preventing from acting as a trustee:  Anyone who has an unspent conviction for an offence involving dishonesty or deception  Anyone who is currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)  Anyone who has an individual voluntary arrangement (IVA) to pay off debts with creditors  Anyone who is disqualified from being a company director  Anyone subject to an order made under section 429(2) of the Insolvency Act 1986  Anyone who has previously been removed as a trustee by the Charity Commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement  Anyone who has 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)  Anyone who is disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011. Therefore, in accordance with the Charity Commission's requirements, we need to ensure you are qualified to act as a Trustee.

**Please respond to the following questions and then sign and date your declaration.**

Are you over the age of 16 years? Yes  No

Have you been convicted of an offence involving deception or dishonesty (unless the conviction is spent)?

Yes  No

Are you an undischarged bankrupt, subject to bankruptcy restrictions or an interim order?

Yes  No

Do you have an individual voluntary arrangement (IVA) to pay off debts with creditors?

Yes  No

Are you under a disqualification order under the Company Directors' Disqualification Act 1986?

Yes  No

Are you subject to an order made under section 492(2) of the Insolvency Act 1986?

Yes  No

Have you previously been removed from trusteeship of a charity by the High Court, Charity Commission or Scottish Regulator?

Yes  No

Have you been removed from management or control of any body or section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)?

Yes  No

Are you disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011?

Yes  No

Do you understand the duties of a Trustee and feel able to fulfil them?

Yes  No

**TRUSTEES WILL NORMALLY SERVE FOR 3 YEARS BUT WILL BE ELIGIBLE FOR RE-SELECTION AT THE END OF THAT PERIOD. A COPY OF THE CHARITIES ACT 1993 IS APPENDED FOR SIGNATURE TO CONFIRM THAT THERE IS NO IMPEDIMENT TO YOUR TAKING UP THIS POST. TRUSTEES CAN BE REMOVED IN THE CASE OF PROLONGED ILLNESS, FOR BRINGING THE CHARITY INTO DISREPUTE OR FOR MISSING TWO CONSECUTIVE MEETINGS WITHOUT PROPER REASON. ONCE YOUR POSITION HAS BEEN RATIFIED AT A FULL MEETING OF THE TRUSTEES YOU WILL BE ISSUED WITH A LETTER OF APPOINTMENT.**