

**Trustee Application Form**

The closing date for applications is: **30 September 2021**

Please complete this form, to help us assess your suitability for the role of Trustee with National Eczema Society (NES).

The deadline for applications is 30 September 2021 and new Trustees would be expected to join the Board in December 2021.

### Please complete this application form and send to Andrew Proctor, Chief Executive of National Eczema Society at: [aproctor@eczema.org](mailto:aproctor@eczema.org)

Let us know if you require this information in an alternative format or need adjustments to the application process in order to participate.

As part of our commitment to equity, diversity and inclusion, we want to strengthen the Board to better reflect the diversity of the people and communities we serve. We actively encourage people to apply who will bring different backgrounds, perspectives and lived experience, as well as a range of skills.

Part 1

**Your name and contact details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email address |  |
| Landline number (optional) |  |
| Mobile phone number |  |

Part 2

1. **Your biography**

Please list below relevant employment and/or voluntary activity (as an alternative to filling in this biography section, you can attach a CV if you prefer).

|  |  |  |
| --- | --- | --- |
| **Organisation name** | **Dates** | **Position** |
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### Please let us know anything else about your background, skills and experience to help us assess your suitability for the role.

|  |
| --- |
|  |

### **How will you use your knowledge, skills and experience to support the work of the board?**

NES requires Trustees with a range of professional skills and experience to inform and guide the work of the Board. These are set out in the Trustee Role Description.

This year we wish to appoint several new Trustees to help refresh and build the collective skills of our Board.

Please tell us why you feel you are a suitable candidate for the role of NES Trustee. Draw on your knowledge, skills and experience, taking into consideration the criteria set out in the Trustee Role Description.

***Use no more than 800 words.***

|  |
| --- |
|  |

### **If appointed, how would you help ensure the Board was effective and what would you prioritise?**

Please set out in ***no more than 200 words***what you would like to prioritise.

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### **4. Confirmation of eligibility**

Please mark an ‘X’ in the box next to each statement to confirm your eligibility to become an NES Trustee.

|  |  |
| --- | --- |
| **Statement** | **x** |
| I am over the age of 18 |  |
| I have not been convicted of any of the following, or the conviction is spent (any unspent convictions for any of the offences must be declared):   * deception or dishonesty; * specified terrorism offences; * a specified money laundering offence (within the meaning of section 415 of the Proceeds of Crime Act 2002 4); * specified bribery offences (under sections 1,2,6 or 7 of the Bribery Act 2010 5); * the offence of contravening a Charity Commission Order or Direction (under section 77 of the Charities Act 2011); * offences of misconduct in public office, perjury, or perverting the course of justice; * contempt of court; * aiding, attempting or abetting the above offences |  |
| I am not an undischarged bankrupt; nor subject to an order made under section 429(2) of the Insolvency Act 1986; nor do I have an individual voluntary arrangement (IVA) to pay off debts with creditors |  |
| I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission for misconduct or mismanagement |  |
| I am not under a disqualification order under the Company Director's Disqualification Act 1986, or any similar applicable legislation |  |
| I am not disqualified by a s72 order of the Charities Act from acting as a charity trustee |  |
| I am not on the sex offenders register |  |
| I am not a designated person under specific antiterrorist legislation |  |

### **Contact details of two referees**

Please provide contact details for two character referees. These do not need to be former employers, but must be people who know you well enough to confirm the accuracy of your application.

**Please note:** **Referees must be contactable and able to provide a reference for you before 1 December 2021**

**Referee 1:**

|  |  |
| --- | --- |
| Name |  |
| Organisation (if relevant) |  |
| Position in organisation (if relevant) |  |
| Address |  |
| Email address |  |
| Mobile phone number |  |

**Referee 2:**

|  |  |
| --- | --- |
| Name |  |
| Organisation (if relevant) |  |
| Position in organisation (if relevant) |  |
| Address |  |
| Email address |  |
| Mobile phone number |  |

### **Next steps**

### **Submit your application**

### Please complete application form and send to Andrew Proctor, Chief Executive of National Eczema Society at: [aproctor@eczema.org](mailto:aproctor@eczema.org)

### **Application deadline**

### 30 September 2021

### **Selection process**

### Trustee applications will be assessed by our Appointments Sub-Committee and successful applicants will be expected to join the Board in December 2021.

**Data confidentiality**

The information you provide in this form will be treated as confidential and will be processed in accordance with the NES privacy policy.

Part 3

### **Diversity Monitoring**

The National Eczema Society is committed to taking action to promote equality and to value diversity.

We would therefore appreciate you completing this optional diversity monitoring form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ETHNIC GROUP |  |  |  | |
| Please choose one section from A to F.  Type an ‘x’in the box in the right-hand column next tothe description to indicate your culture and background | A. White | White |  | |
| Other White background  please state: |  | |
| B. Mixed | White and Black Caribbean |  | |
| White and Black African |  | |
| White and Asian |  | |
| Other mixed background  please state: |  | |
| C. Asian | Indian |  | |
| Pakistani |  | |
| Bangladeshi |  | |
| Other Asian background  please state: |  | |
| D. Black | Caribbean |  | |
| African |  | |
| Other black background  please state: |  | |
| E. Chinese or another ethnic group | Chinese |  | |
| Other  please state: |  | |
| F. Prefer to self-describe | Please state: | |  |

|  |  |  |
| --- | --- | --- |
| NATIONALITY | Please state: |  |

### Please select the relevant boxes by marking with an ‘X’

|  |  |  |
| --- | --- | --- |
| SEXUAL ORIENTATION | Bisexual |  |
| Heterosexual |  |
| homosexual |  |
| Other |  |
| Prefer not to say |  |

### Please select the relevant boxes by marking with an ‘X’

|  |  |  |
| --- | --- | --- |
| RELIGION/BELIEF | Christian |  |
| Jewish |  |
| Muslim |  |
| Hindu |  |
| Sikh |  |
| Buddhist |  |
| No religion |  |
| Prefer not to say |  |
| Prefer to self-describe  please state: |  |

### Please select the relevant boxes by marking with an ‘X’

|  |  |  |
| --- | --- | --- |
| GENDER | Female |  |
| Male |  |
| Non-binary |  |
| Prefer not to say |  |
| Prefer to self-describe  please state: |  |

### Please select the relevant boxes by marking with an ‘X’

|  |  |  |
| --- | --- | --- |
| I CONSIDER MYSELF  TO HAVE A DISABILITY | Yes |  |
| No |  |
| If yes, would you like to tell us more? | |