

## Application Pack

Please ensure that you have read the Trustee Recruitment Pack, which contains role descriptions and person specifications, along with details on the application process and guidance notes.

Please send the following documents to the email or postal address below:

- 1 This completed 'Application Pack'
- 2 A completed 'Equalities Form'
- 3 Your CV including at least two references
- 4 A personal statement explaining why you are interested in becoming a trustee/Chair and what skills and experience you would bring. Please keep this to a maximum of two sides of A4.

Email: [florence.edwards@brighton-hove.gov.uk](mailto:florence.edwards@brighton-hove.gov.uk)

Postal address:

Florence Edwards  
 Administrative Support Officer  
 Royal Pavilion & Museums  
 4/5 Pavilion Buildings  
 Brighton BN1 1EE

The closing date for applications is Sunday 7 May midnight. Interviews will be held on Monday 15 May 2017.

### Application details

Name				
Occupation				
Membership of professional organisation				
Are you applying for the role of chair and or trustee?	Yes/No			
Are you applying only for the role of chair?	Yes/No			
Are you applying only for role of trustee?	Yes/No			
Which of the following skills or experience could you bring to the Board?	Please indicate against each relevant area if this is your principle skill, by writing 'P', or a secondary skill where you have experience, by writing 'S'.			
		P/S		P/S
	Legal		Corporate or Trust Management	
	Finance/Accountancy		Managing historic buildings	
	Fundraising		Chairing charity or business	
Property Management		Working and negotiating with trade unions		

	HR in relation to third sector/trusts		Commercial/business	
	Serving as a trustee		Community engagement	
	Culture, arts and heritage		Other	

### Personal contact details

Home Address			
Telephone	Home:	Mobile:	
	Work:		
Email			
Preferred means of contact			

### Data Protection Consent

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes.

**I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the basis of compiling correspondence and to assist Brighton & Hove's Cultural Trust in equal opportunities monitoring in respect of Trustee applications.**

I agree that Brighton & Hove's Cultural Trust has the right to validate any of the information provided.

### DECLARATION OF ELIGIBILITY TO BECOME A CHARITABLE TRUSTEE

- I declare that I am not disqualified from acting as a charity trustee.
- I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983.
- I do not have an unspent conviction relating to any offence involving deception or dishonesty.

**Because of the nature of the role you are applying for, you are required by the Rehabilitation of Offenders Act 1974 to declare all criminal convictions including those which are spent. Please detail therefore any such convictions in the space below:**

**(A conviction will not necessarily be a bar to obtaining a position with this organisation.)**

- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors.
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 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 Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- I am not disqualified under the Protection of Vulnerable Adults List.

The information supplied in this application form is true and accurate to the best of my knowledge.

Signed:

Date: