

Home-Start Mid & West Suffolk is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.



Trustee Application Form

Please refer to guidance notes when completing this application

Name		
Address including postcode		
If you have been at this address less than five years, please also give previous address		
Home telephone no:		Mobile telephone no.:
Date of birth:		Email address:
Emergency Contact name and phone no		
<p>REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative) include at least one professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start.</p> <p>Please ask permission prior to submitting referees details and confirm full address.</p>		
Referee 1 – time known this person	Referee 2 - time known this person	
In what capacity?	In what capacity?	
Name:		Name:
Address:		Address:
Postcode:		Postcode:
Email:		Email:
Telephone:		Telephone:

We would like to get a picture of your experience to date, in the first box please give us details of any paid employment, in the second box details of any voluntary or unpaid work and in the third box details of gaps in employment with reasons e.g. career break to look after children or other dependants, travelling, training or education.

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Please tell us about any paid employment, starting with most recent

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Please tell us about any voluntary or unpaid work, starting with most recent

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Please tell us about gaps in your employment history, starting with the most recent

From	To	Reason

Are you related to any person who works in a paid or unpaid capacity for Home-Start?

YES/NO

If yes please give details

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How long have you been resident in the UK																						
How did you hear about Home-Start																						
Why are you interested in becoming a trustee for Home-Start?																						
What skills and experiences do you have that may be relevant to your work as a trustee for Home-Start? This may include paid employment, voluntary work, parenting/childcare hobbies and interests																						
<p>The following areas of knowledge, skills and expertise are all valuable to a trustee board. Please indicate any areas that you consider you bring to this role:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td><td>Finance</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Fundraising</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>HR</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>PR/Marketing</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Health and Safety</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Management</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Children and Families</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Networking</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Voluntary Sector</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Diversity</td></tr> <tr><td style="width: 20px; height: 15px;"></td><td>Other <i>please specify</i></td></tr> </table>		Finance		Fundraising		HR		PR/Marketing		Health and Safety		Management		Children and Families		Networking		Voluntary Sector		Diversity		Other <i>please specify</i>
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	Voluntary Sector																					
	Diversity																					
	Other <i>please specify</i>																					
What specific areas of Home-Start's work interests you?																						

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How much time could you offer to Home-Start on a regular basis? (Trustees would normally be expected to volunteer for approximately 10 hours per month)	
Have you had any personal contact with Social Services/Social Work Department or NSPCC in connection with children in your care? Have any of your children been subject to a child protection, child in need plan or common assessment framework (CAF)?	Yes/No
Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to be a trustee? Please provide detail, continue on separate sheet if required.	Yes/No
Have you ever been dismissed from any paid or voluntary work?	Yes/No
Have you ever been arrested or had contact with the police for any type of criminal offence?	Yes/No
Are there any matters outstanding which may lead to a criminal prosecution?	Yes/No
<p>If you answer yes to any question please give details:</p> <p>If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer</p>	
I know of no reason why I would be unsuitable to be a Home-Start trustee. I will report any changes in my circumstances which may affect my role.	Yes/No
<p>Declaration</p> <p>I give permission for Home-Start Mid & West Suffolk to carry out a DBS check. I understand that failing to declare my involvement no matter how minor, with the Police/ Criminal Justice system may result in my being deemed unsuitable as a Trustee. I understand that my national insurance number will be required and that personal information about me will be held in records (including electronic records) some of which may be sensitive information such as age, race, gender, disability and that this information may be used for monitoring purposes. I agree to the scheme holding this information and understand that I may ask to see my records at any time. Information pertaining to the trustee and their application will be held for up to six years after standing down as trustee according to Home-Start data protection policy. To view our full privacy notice, please visit our website: www.homestartmidandwestsuffolk.org.uk</p>	

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Signed:

Date:

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Monitoring Information

White	English Welsh Scottish Northern Irish British	
	Irish	
	Gypsy or Irish Traveller	
Any other white background	<i>Please specify</i>	
Mixed/multi ethnic groups	White and Black Caribbean	
	White and Black African	
	White and Asian	
Any other Mixed/multiple ethnic background	<i>Please specify</i>	
Asian	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
Any other Asian background	<i>Please specify</i>	
Black/African/Caribbean Black British	African	
	Caribbean	
Any other Black/African Caribbean background	<i>Please specify</i>	
Other Ethnic Group	Arab	
	Other	