**APPLICATION FORM**

We welcome your interest in joining the Board of Fife Voluntary Action.

Please complete the following details:

(If completing by hand, please use black ink and use block capitals)

**Name:**

**Address:**

**E-mail:**

**Phone:**

**Mobile:**

**Preferred Contact Method:**

Once applications have been considered, we will look to contact you as promptly as is prudent. Applications may be viewed individually and/or collectively by board members depending on recruitment constraints such as timescale.

**1. Please tell us why you would like to join the Board**

**2. Please describe any of your past experience or skills that will enable you to fulfil the role of Director?** (please refer to the Person Specification part of the Trustee Role Description)

**3. In what ways would you say that you fit the person specification for Board members? Please offer examples to help illustrate this.**

**4. Please provide any additional information here that you think would support your application.**

**6. REFERENCES**

**5. Please list any other Boards or Committees of which you are presently a member.**

Please provide contact details of two people who may be approached for references, who know you in a capacity that would enable them to comment on your suitability for membership of the Board. We will contact them only with your agreement and at an appropriate stage in the Board recruitment process.

1) Name:

Address:

Home No. Mobile No.

E-mail Address:

In what capacity, and over what period of time, has this individual known you?

2) Name:

Address:

Home No. Mobile No.

E-mail Address:

In what capacity, and over what period of time, has this individual known you?

**Declaration**

*I declare that the information given on this application is complete and correct to the best of my knowledge. (If your application is submitted electronically and you are successful in joining the board, we will ask you to sign this at a future date).*

**Signed**

**Print Name**

**Date**

**7 EQUAL OPPORTUNITIES MONITORING FORM**

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| --- |
| Fife Voluntary Action aims to ensure that individuals are not discriminated against on the grounds of race, colour, culture, ethnic origin, religion, gender, disability, marital status, responsibility for dependants, sexual orientation or age. In order to monitor our effectiveness of this aim, all job applicants are asked to complete this form. The information will be used for monitoring purposes only. The recruitment panel will not have access to this form.    Please complete all sections of the questionnaire below by placing a tick (✓) or by providing information where appropriate in the classification box applying to you in each section. |

GENDER, SEXUAL ORIENTATION and IDENTITY

|  |
| --- |
| Female 🞏 Male 🞏  Lesbian 🞏 Homosexual 🞏 Bisexual 🞏 Heterosexual 🞏  Do you consider, or have you ever considered, yourself to be transgender? Yes 🞏 No 🞏 |

AGE

|  |
| --- |
| Under 21 🞏 22 - 34 🞏 35 - 49 🞏 50 - 64 🞏 65+ 🞏 |

## DISABILITY

|  |
| --- |
| Do you have a recognised disability as outlined in the Equality Act 2010, that is, a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?  Disabled 🞏 Please state what that disability is:  Not Disabled 🞏 |

RELIGION/BELIEF

|  |
| --- |
| Christian 🞏 Muslim 🞏 Hindu 🞏 Jewish 🞏 Buddhist 🞏 No religion 🞏 Other 🞏 |

ETHNIC ORIGIN

|  |
| --- |
| Individuals should determine with which of the undernoted categories they most closely associate themselves having regard to their ethnic or cultural background:  White – Scottish 🞏 Asian - Indian 🞏 Black-Caribbean 🞏  White – Other British 🞏 Asian – Pakistani 🞏 Black – African🞏  White – Irish 🞏 Asian – Bangladeshi 🞏 Black – Other 🞏  White – Other 🞏 Asian – Chinese 🞏 Other 🞏  Asian – Other 🞏 |

How did you hear about the Board vacancy?

**8. DATA PROTECTION**

We take our obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purpose of monitoring the effectiveness of the recruitment process, but in these circumstances, all data will be kept anonymous.

**Please return this application – marked Private and Confidential - by post or by hand to:**

Chief Executive Officer, Fife Voluntary Action,

Craig Mitchell House, Flemington Road, Glenrothes, KY7 5QF

or, by e-mail to chiefexecutive@fifevoluntaryaction.org.uk