**Confidential**

**APPLICATION FORM**

**Treasurer Trustee**

Please send in this form and copy of your CV to jobs@ios-wildlifetrust.org.uk

**Personal details**

|  |  |  |
| --- | --- | --- |
| Surname: | | First name: |
| Address: | | |
| Daytime 🕿 | Evening 🕿 | |
| Mobile 🕿 | | |
| Email address: | | |

Financial Qualifications

|  |
| --- |
|  |
|  |
|  |

If necessary, please extend the table to include other relevant qualifications.

Membership of professional bodies

|  |  |  |
| --- | --- | --- |
| Name of institute/professional body | Current membership level | Membership number |
|  |  |  |
|  |  |  |
|  |  |  |

## **Present or most recent employment**

|  |
| --- |
| Employer (organisation name and address) |
| Role held: |
| Is this role full-time or part-time? |
| Please give a brief outline of the duties and responsibilities of this role: |
| Start date in role: |

**Relevant Skills, Abilities, Knowledge and Experience**

1. Outline your vision for the role of Treasurer and what you can bring to the Wildlife Trust in this role.
2. Referring to the Treasurer Role Description, please state how your skills, knowledge and experience enable you to fulfil the Key Duties and Essential Requirements of the role.

|  |
| --- |
| Please continue below. |

|  |
| --- |
| *Please continue as required.* |

Health and Disability

|  |
| --- |
| Will you require any reasonable adjustments to be made if you are shortlisted and invited to interview? **Yes/no** (delete as applicable). If yes, please describe: |

**Eligibility to work in the UK**

|  |
| --- |
| Do you have the legal right to live and work in the UK? **Yes/no** (delete as applicable)  Is this subject to having a work permit? **Yes/no** (delete as applicable)  You will need to produce photographic identification if you are called to interview. |

**Criminal record**

|  |
| --- |
| Have you ever been convicted of a criminal offence? **Yes/no** (delete as applicable)  If yes, please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979: |

Insolvency/Bankruptcy

|  |
| --- |
| Have you ever been declared bankrupt or been involved in a company that has become insolvent? **Yes/no** (delete as applicable). If yes, please give details: |

Referees

Give details of two people, not related to you, who may be approached as to your suitability for the Treasurer Trustee role. These will only be contacted after the interviews have taken place. We shall only approach referees once you have been offered and accepted the role. All offers are dependent upon references satisfactory to the organisation.

**Referee 1**

|  |
| --- |
| Name: |
| Address: |
| Contact phone numbers: |
| Email address |
| Relationship to applicant (if appropriate) |

**Referee 2**

|  |
| --- |
| Name: |
| Address: |
| Contact phone numbers: |
| Email address: |
| Relationship to applicant: |

**Equal Opportunities**

All applicants will be treated fairly in line with our relevant policy, which is available on request. Selection will be on the basis of aptitude and ability.

**Data Protection**

Personal data supplied by you will be used only for the purposes of this application. However, if you are offered and accept the role, the Application Form will form part of your Trustee file.

**Declaration by applicant for Treasurer Trustee**

I confirm that I have completed the form myself, and that the information on this form is accurate. I hereby give my consent to the Isles of Scilly Wildlife Trust to process and retain the data supplied in this application form for an appropriate period of time for the purpose of Trustee recruitment and selection.

Signed: Date:

*Note – electronic/digital signatures above are acceptable, in any reasonable format.*

Name:

Please send your completed application form to [jobs@ios-wildlifetrust.org.uk](mailto:jobs@ios-wildlifetrust.org.uk)

**Closing date – TBD**

**Interview date – TBD (to be undertaken over Zoom)**

Following the first interview, any Treasurer Trustee candidate still under consideration will be asked to come for a second in-person interview and chance to meet the team, at the earliest possibly juncture. If candidates are not local, then IoSWT will cover reasonable travel and accommodation costs for this.