

**Emmaus Trustee Application Form**

**Emmaus Lambeth,** 9 Knight’s Hill, West Norwood, London, SE27 0HS

Registered Charity No. 1067483

*Please complete this form in black ink or type, and return an envelope marked ‘Confidential’ to James Hayes at the above address, or by email to* *admin@emmausslc.co.uk*

**Personal Details**

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Date of Birth**  |  | **Nationality**  |  |
| **Phone:** |  | **Email** |  |

**Reasons for applying**

What interests you in becoming a Trustee at Emmaus South Lambeth *(Attach additional sheets where necessary)*

**Relevant Skills and Experience**

What experience and expertise would you bring to the Board of Trustees at Emmaus Lambeth (please refer to the person specification of the Trustee role) (*Attach additional sheets where necessary*)

***Other Interests***

**Please outline any spare time interests or vocational activities**

**Referees**

**Please give below the names, address and phone numbers of two referees who can comment on your suitability for this post. If you have been employed recently, we would normally wish to see a reference from that employer.**

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| **Name** |  | **Name** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Company** |  | **Company** |  |
| **Role** |  | **Role** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Phone number** |  | **Phone number** |  |
| **Email** |  | **Email** |  |

**Declaration of eligibility**

I declare that:

* I am aged 18 years or older
* I am not an undischarged bankrupt
* I have not been previously removed from trusteeship of a charity by a court or the Charity Commission
* I am not under a disqualification order under the *Company Directors’ Disqualification Act 1986*
* I have not been convicted under an offence involving deception or dishonesty (unless the conviction is spent)
* I am, in the light of the above, not disqualified by the *Charities Act 1993* (Section 72) from acting as a charity Trustee
* I do not have any financial interests in conflict the Emmaus UK Federation or Emmaus South Lambeth (either in person or through family or business connections) except those which I have formally identified in a Conflict of Interest statement. I will specifically notify any such interest at any meeting where Trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

If appointed, I undertake to fulfil my responsibilities and duties as a Trustee of Emmaus in good faith and in accordance with the law and within Emmaus principles.

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| **Signature** |  | **Date** |  |

**Individual Trustee Skills Audit Form**

What kind of expertise and experience do you consider you could bring to the Board? The purpose of this form is to demonstrate how your skills and experience would complement and enhance that of the existing Board. Give a score of 1 to 5, where 1 is “no, or very little experience” and 5 is “very experienced”.

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| Skill / Expertise | 1 | 2 | 3 | 4 | 5 |
| Business Development and Finance |  |  |  |  |  |
| Business Management |  |  |  |  |  |
| Strategic planning |  |  |  |  |  |
| Internal policy development and implementation |  |  |  |  |  |
| Retail/Sales |  |  |  |  |  |
| Financial controls |  |  |  |  |  |
| Tax advice |  |  |  |  |  |
| Fundraising, PR and marketing |  |  |  |  |  |
| Fundraising strategy and compliance |  |  |  |  |  |
| Fundraising appeals |  |  |  |  |  |
| Funding applications |  |  |  |  |  |
| Marketing and PR |  |  |  |  |  |
| Social media |  |  |  |  |  |
| Media Liaison |  |  |  |  |  |
| Legal/Compliance |  |  |  |  |  |
| Health and safety |  |  |  |  |  |
| Charity Governance / Law |  |  |  |  |  |
| Data Protection |  |  |  |  |  |
| Commercial and Business |  |  |  |  |  |
| Property acquisition |  |  |  |  |  |

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| **Property** |  |  |  |  |  |
| * Property development
 |  |  |  |  |  |
| * Architect
 |  |  |  |  |  |
| * Surveyor
 |  |  |  |  |  |
| Planning Consultant |  |  |  |  |  |
| Structural Engineer |  |  |  |  |  |
| Facilities management |  |  |  |  |  |
| Governance |  |  |  |  |  |
| Chairperson |  |  |  |  |  |
| Charity Trustee/Non-Exec Director |  |  |  |  |  |
| Minute Secretary |  |  |  |  |  |
| Sub-Committee Chair |  |  |  |  |  |
| Treasurer |  |  |  |  |  |
| People |  |  |  |  |  |
| Social care |  |  |  |  |  |
| Safeguarding  |  |  |  |  |  |
| Homelessness |  |  |  |  |  |
| Drug / alcohol abuse |  |  |  |  |  |
| Voluntary sector management |  |  |  |  |  |
| Community Liaison |  |  |  |  |  |
| Volunteer supervision |  |  |  |  |  |
| Human resources and staff development  |  |  |  |  |  |

**Motivation**

Do you have a particular interest or reasons for wanting to be, or continuing to be a trustee of this organisation? How long do you anticipate you would stay on the Board?

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**Diversity**

A diverse board is able to reflect and support the delivery of an organisation’s mission. Do you have a specific service user experience, social or family experience, background or general interests that will help us support the goals of the organisation?

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**Areas of work**

Are there any areas of the work of the organisation you have a particular interested in and/or would like to become more involved in?

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**Thank you for completing this form – please return and enclose a copy of your Curriculum Vitae.**