

*Enriching lives through dance*

**Trustee application form**

**Please ensure an up-to-date CV with your application.**

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| **A. PERSONAL DETAILS** |
| Surname: Forenames: |
| Your address:  Home Tel:  Work / Daytime Tel:  Mobile No:  Email Address: |

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| **B. SKILLS AND EXPERIENCE** | |
| Please tick each box where you consider you have relevant skills and experience that you can bring to Swindon Dance. Then expand on your **two** most important examples. | |
| Leadership and/or senior management of an arts or charitable organisation or other enterprise |  |
| Experience of agendas, policies and practice concerning dance (or other artforms) in education |  |
| Use of digital technologies – for marketing, audience development, business development |  |
| Use of digital technologies – as an artist |  |
| Fundraising – please list the areas in which you have professional level expertise e.g., corporates, trusts, legacies |  |
| HR policies, HR management, employment legislation, contracts |  |

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| Accountancy/financial management – senior level experience of financial management in an arts organisation and/or charity |  |
| Marketing & PR – professional expertise |  |
| Professional dance sector – as a performer, choreographer or practitioner |  |
| Managing an arts venue |  |

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| **C. NETWORKS** |
| What business, community or cultural networks of local, regional or national contacts would you bring to Swindon Dance? |
| What interest and/or experience of dance do you have? |
| Are you a Trustee or Director of any other organisations? If yes, please list organisation and your role. |

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| **D. ANY OTHER INFORMATION** |
| If you would like to provide us with any other information as part of your application, please do so here. |
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| **E. REFERENCES** |
| Please list two people whom we may approach for professional reference. Please provide, Name, Position, Address, Telephone and Email.  1.  2. |

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| **F.** | **Check list for eligibility to be a Charity Trustee** – please tick to confirm |
| **□** | I am over the age of 18 years |
| **□** | I have never been convicted of any offence involving dishonesty, deception or fraud |
| **□** | I have not, within the lasts 5 years, been convicted of a crime and sentenced to imprisonment |
| **□** | I have never been bankrupted nor made a composition with creditors  OR (*please delete as appropriate)*  I have been bankrupt (or made a composition with creditors) but was discharged in respect of it on: |
| **□** | I have never been disqualified from being a company director |
| **□** | I have not previously been removed from the office of charity trustee on the grounds of misconduct or mismanagement |
| **□** | Have you, a family member, or your employer, done work for, or supplied goods or services to the charity?  YES / NO – if yes, please give details |
| **□** | I do not have a debt relief order |
| **□** | I have never been included in the children barred list or the adult barred list under the Safeguarding Act 2010 |
| **□** | I am not listed on the sex offender's register |
| **□** | I have completed the enclosed **Declaration of Interest** form  *Conflicts of Interest will not necessarily prevent you from being a trustee, but the Board need to know about conflicts so that sufficient trustees without a conflict in a particular area can be appointed* |

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| **G. Privacy Statement** |
| To make sure we meet our legal obligations, we only hold your personal information for as long as we need it for the purposes for which we collected it. After that it will be deleted.  Please contact Swindon dance if you would like to view the charities policies and procedures. |

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| **G. Declaration of Willingness to be appointed** |
| I declare that the information I have given is true and proper and I know of no other reason why I would be unsuitable for this post. I undertake to inform the Board of Trustees immediately of any changes to my circumstances that may affect my eligibility as a trustee.  Signed: Date: |

**Equal Opportunity Monitoring Form**

The completion of this form is voluntary, but the information it contains helps us to monitor and improve our equal opportunities policies and procedures.

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| 1. **Full Name:** | |
| 1. **Date of Birth:** | 1. **Marital Status:** |
| **4. Gender Male / Female**  **(delete as appropriate)** | **5. Nationality:** |

**6. I belong to the following ethnic grouping: (tick as appropriate)**

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| **A: White**  A1: British  A2: Irish  A3: Any other white background (please specify) | **D: Black or Black British:**  D1: Caribbean  D2: African  D3: Any other black background (please specify) |
| **B Of mixed race:**  B1: White & Black Caribbean  B2: White & Black African  B3: White & Asian  B4: Any other mixed background (please specify) | **E: Asian or Asian British:**  E1: Indian  E2: Pakistani  E3: Bangladeshi  E4: Any other Asian background (please specify) |
| **C: Chinese:** | **F: Any other ethnic group** (please specify) |

**8.** Do you consider yourself to have a disability? **Yes** / **No**

1. If yes, do you have any disability for which special arrangements should be made, either in an interviewor employment situation? If so, please specifythe nature of the disability and your requirements:

I understand that this information may be stored and processed as part of the Swindon Dance monitoring of equal opportunities, and I give my consent to my details to be used for this purpose.

**Signed: ………………………………………….………………… Date: ….………….……**

Once completed, please return this form to:

Viv Slayford, Artistic Director, Swindon Dance, Regent Circus, Swindon SN1 1QF

[viv.slayford@swindondance.org.uk](mailto:viv.slayford@swindondance.org.uk)