

**TRUSTEE RECRUITMENT GUIDANCE NOTES**

These notes are intended to provide you with guidance on completing your application form.

**General**Application forms must be completed in full by answering each question. You may if you wish use your CV to support the information in your form. Please reference clearly which areas of your CV is being used to support any given question.

In the interests of theEconomy, we will only communicate further with short-listed applicants. If you have notbeen contacted within 28 days of the closing date, you should assume that your applicationhas been unsuccessful. If you would like a comprehensive reason about our decision pleases write and we will either arrange a phone call or answer you in writing.

**Role Description**This will explain in detail exactly what the role you are applying for involves. It will include the

positions basic functions, key responsibilities/accountabilities and reporting relationships.

**Person Specification**

The person specification is the key document in the selection process and clearly indicateswhich criteria will be used to shortlist from the application form. It will also indicate at whichstage of the selection process other criteria will be used.

**Completing your Application**

Take care to ensure thatadditional sheet have your name and position applied for on and that they are securelyattached to your application form. Remember to sign, date and take a copy of your completedapplication form before returning it by the specified closing date.

**Declaration and Signature**

Please make sure that you read your form carefully and that all details are correct andcomplete. A false declaration or omission in support of your application will disqualify you fromappointment. If you are successful, and false declarations or omissions are subsequentlydiscovered, this is likely to lead to your dismissal from the trustee opportunity.

**Data Protection**

We will retain all application forms and short-listing information for eight months

following the date of appointment, after which time they will be destroyed.

**Short-listing and Interviews**

Short-listing shall be based solely on the information contained in the application form and
applicants who, in the opinion of the selection panel, best meet the essential requirements of the person specification will be selected to meet with the selection panel. Disabled applicants who meet the minimum essential criteria will be guaranteed an interview.

Those participating in the selection process have been trained in short-listing and the selection panel will involve at least three people.

You will normally be invited to attend an informal/formal meeting by letter and in most cases you will be given at least 7 working days notice. All applicants will be contacted either by telephone or in writing to advise them of the panel's decision.

We will endeavour to do this as soon as possible but usually within 48 hours of the interview taking place. If requested by an applicant, feedback from the Selection Panel will be given.

**References**References are usually requested automatically for all short-listed applicants, so you will needto indicate on your application form if you do not wish your referees to be contacted prior tointerview.

Both referees should be willing to comment on your suitability for the position of Trustee.When you are completing the reference section in the application form, you must indicate howthe referee is connected to you. No appointment will be confirmed without satisfactory references.

**Disclosure Check**

If successful and you have decided to accept the role you may then be asked to apply for a standarddisclosure with the Criminal Records Bureau.

**Bankruptcy Check**

Prior to notifying new Trustees details to Companies House, it is necessary to undertake aBankruptcy search on the individual. The search is conducted by H.M. Land Registry in the

index to the registers which are kept pursuant to the Land Charge’s Act 1972.