

**Application for the role of Treasurer**

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| Thank you for your interest in joining Birth Companions’ trustee board.[[1]](#footnote-1)  Please complete this form and describe how well you demonstrate the qualities listed in the trustee person specification  Please fill in this form and return by email to: [anna@birthcompanions.org.uk](mailto:anna@birthcompanions.org.uk) no later than 5pm, 7th July 2023  **Please note:** Applications must be submitted using the application form supplied by Birth Companions and submitted as a **Microsoft WORD document** sent as an **email attachment**. Please **do not submit PDFs**, or any other document format.  **Shortlisting Process**  In order to make the process as fair as possible, our shortlisting is anonymous. The shortlisting panel will not be able to see any of your personal information until after shortlisting is completed. We use a scoring system to shortlist candidates which is based on the criteria listed under the person specification on the job description.  **Positive action**  Positive action is entirely voluntary but something Birth Companions has chosen to do in order to improve diversity within our staff team. Under the equality Act of 2010 it is lawful to recruit or promote a candidate who is of equal merit to another candidate, if the employer reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce. We apply positive action only at the end of all our recruitment processes after we have first established that the candidates under consideration are of equal merit which is done using a pre-set, structured scoring system based on responses to questions asked at interview. |

|  |  |  |
| --- | --- | --- |
| **Your name** |  | |
| **Address** |  | |
| **Phone numbers** | (home) |  |
| (work) |  |
| (mobile) |  |
| **Email** |  | |

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| --- |
| **Please explain why you are interested in joining our Trustee Board as Treasurer.** |
|  |
| **Taking into account the role description and person specification, please give details of any employment, qualifications, experience and skills that you consider to be relevant.** |
|  |
| **Please confirm that you are able to commit the time required for this role.**  **Please also confirm you will be available for in-person meetings in London as outlined in the role description.** |
|  |

|  |  |  |
| --- | --- | --- |
| **References**  Please give details of two referees who we may contact to confirm your suitability for this position. They should not be relatives and should be people who can confirm your suitability for this position. | | |
|  | **Referee 1 Details** | **Referee 2 Details** |
| **Name** |  |  |
| **Position** |  |  |
| **Address** |  |  |
| **Telephone** |  |  |
| **E-mail** |  |  |
| **Relationship to you** |  |  |

**Trustee declaration of eligibility**

I declare that:

* I am over age 18.
* I am not an undischarged bankrupt.
* I have not previously been removed from trusteeship of a charity by a Court order or the Charity Commission.
* I am not under a disqualification order under the Company Directors’ Disqualification Act 1986.
* I have not been convicted of 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 undertake to fulfil my responsibilities and duties as a Board member of Birth Companions in good faith and in accordance with the law and within Birth Companions’ objectives.
* I do not have any financial interests in conflict with those of Birth Companions (either in person or through family or business connections), except those which I will formally notify 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.
* I confirm that all the information contained in this form is true to the best of my knowledge.
* I am willing to undergo a DBS check.

**Signed:   
  
Date:**

***Continue to next page***

*Birth Companions is committed to protecting your privacy and keeping any personal information you give us confidential. We only collect your personal details so that we can consider your application to join our trustee board with us and we will not use your personal information for any other reason.*

*We will not pass on your information to anyone outside of Birth Companions unless legally required to do so. You can also see a copy of our Privacy policy on our website* [*www.birthcompanions.org.uk/privacy-policy*](http://www.birthcompanions.org.uk/privacy-policy)

**BIRTH COMPANIONS’ MONITORING FORM**

To ensure that Birth Companions provides an equal service and follows good practice, we monitor the characteristics of those who apply to work with us. These characteristics listed below are protected in the Equality Act 2010. These characteristics are protected in the Equality Act 2010. Birth Companions is committed to protecting your privacy and keeping any personal information you give us confidential. We only collect your personal details on this form so that we can produce statistics about our work which are required by our funders; we may also use your information anonymously to conduct external evaluation of our work; we will not use the information on this form for any other reason. If you would like to know more about how we store your information, please let us know and we will be happy to discuss this with you. [www.birthcompanions.org.uk/privacy-policy](http://www.birthcompanions.org.uk/privacy-policy)

This form will be separated from your main application before being reviewed by our shortlisting panel, it will be stored anonymously

1. What is your ethnic origin? Please note this is a standard list that we recognise is not exhaustive.

|  |  |  |  |
| --- | --- | --- | --- |
| Black British |  | White British |  |
| African |  | White Irish |  |
| Caribbean |  | White Eastern European |  |
| Other Black Background |  | Other White Background |  |
| Asian British |  | White and Black Caribbean |  |
| Bangladeshi |  | White and Black African |  |
| Chinese |  | White and Asian |  |
| Indian |  | Any other mixed background |  |
| Pakistani |  | Prefer not to say |  |
| Other Asian background |  | Other: *specify below if you wish* |  |
|  | | | |

**2. How old are you?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18 and under |  | 19 – 21 |  | 22 – 34 |  | 35 - 44 |  | 45 – 54 |  |
| 55 – 64 |  | 65 – 74 |  | 75 and over |  | Prefer not to say | | |  |

**3. Marriage and Civil Partnership:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Married (Includes registered Civil partnership) |  | Not married (includes couples who live together) |  | Prefer not to say |  |

**4. Sexual orientation: Do you identify as**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Gay or Lesbian |  | Straight |  | Bisexual |  |
| Other |  | Prefer not to say | | |  |

**5. Sex: Which of the following describes your sex at birth?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Female |  | Male |  | Prefer not to say |  |

**6. Gender: Are you transgender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |
| Not applicable |  |  |  |  |  |

**7. Pregnancy/Maternity: Are you/have you**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pregnant |  | Given birth in the last six months |  | Neither |  |
| Prefer not to say |  |  | | | |

**8. What is your religion or faith?**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Christian |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| None |  | Other |  |
| Prefer not to say |  |  | |

**9. Do you consider yourself to have a disability?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

**10. Do you consider yourself to have a long-term health issue, this can include your mental health?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

**Date:**

1. Please note that as Birth Companions is a limited company as well as a charity, all trustees are also company directors. [↑](#footnote-ref-1)