**Application for Election as a Trustee**

**of the Vocational Rehabilitation Association (VRA) 2018-19**

Part one - Applicant’s details

First Name\*

Middle name(s)

Last Name\*

Phone

Mobile\*

Email\*

Home address

Job Title\*

Organisation\*

Work address

Date of birth

Nationality

**Part 2 - About yourself and your interest in the VRA**

Why would you like to be considered to be a Trustee? \*

What experience and expertise do you believe you would bring to the role?\*

Please tell us what other Trusteeships, Directorships or other positions you currently hold\*.

Please tell us a bit more about these roles including your current employment and both paid and voluntary work \*.

**If elected as a Trustee I wish to offer my services as, (delete as required).**

Chair Yes No

Vice Chair Yes No

Treasurer Yes No

**Part 3 - Declaration**

I declare that:

* I am a fully paid up member of the VRA and wish to apply for appointment as a Trustee of the Vocational Rehabilitation Association.
* I will ensure any conflicts of interest are declared in line with the VRA’s Conflicts of Interest Policy.
* I will do my best to ensure that charity funds and tax reliefs are used only for charitable purposes.
* I have read [HMRC’s guidelines](https://www.gov.uk/government/publications/charities-fit-and-proper-persons-test/guidance-on-the-fit-and-proper-persons-test) on “Fit and Proper Persons”.
* I am not disqualified from acting as a charity trustee by any of the following and that I will inform the chair promptly if after the date of this declaration one or more the disqualification reasons applies to me:

1. You have an **unspent** conviction for any of the following
2. an offence involving **deception or dishonesty**
3. a **terrorism** offence
   1. to which Part 4 of the Counter-Terrorism Act 2008 applies
   2. under sections 13 or 19 of the Terrorism Act 2000
4. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
7. an offence of **misconduct in public office, perjury** or **perverting the course of justice** yes/no
8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
9. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
11. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
12. You are **a designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
13. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
14. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
15. You have been **removed** **from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
16. You are **disqualified from being a company director,** or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
17. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
18. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
19. You are **subject to** a moratorium period under **a debt relief order**, or a debt relief restrictions order, or an interim order
20. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)

Name

Date

*If you want to make any information known or clarify any points please discuss them with the Chair initially.*

Part four: Proposer’s Details and Recommendation

First Name\*

Middle name(s)

Last Name\*

Phone

Mobile

Email

Home address

Job Title\*

Organisation\*

Address

I am a fully paid up member of the VRA and support this application for election as a Trustee/Officer of the Vocational Rehabilitation Association (VRA) for the following reasons\*.

**Part 5 - Checklist**

Please confirm that you have:

completed parts 1-3 yourself; and

had part 4 including a statement of support completed by your proposer who must also be a member of the VRA

**Nominations must be submitted by email to** [enquiries@vrassociation.org.uk](mailto:enquiries@vrassociation.org.uk)

**to arrive no later than 5.00pm on Wednesday 28 November 2018.**