**Equation Trustee Application Form January 2024**

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| **Privacy Notice for Applicants:** |
| Equation is the data controller for the information you complete on this form. Equation will ask you for information to be able to assess your suitability for the role you are applying for and to enable to communicate with you throughout the application process.  We will ask for: Your name, your contact details (tel., email), any unspent criminal convictions, your motivation, your personal profile,your paid & voluntary work experience, your education & training, any other interests and details of 2 people we can contact for a reference.  The data on this form will be processed by Equation's HR Lead and will be stored electronically on our intranet site (SharePoint cloud storage).  The information will only be shared with employees involved in the recruitment process. We will not share your information with any other organisation.  For unsuccessful applicants, information supplied will be kept for 1 year to enable any queries regarding the recruitment process to be dealt with; the form will then be disposed of.  For successful applicants, information will be transferred to a personnel file.  If you wish to remove your data at any stage, please contact: privacy@equation.org.uk  For full details on our HR privacy notice please contact us or visit our website: www.equation.org.uk |

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| **Consent: To be completed by the applicant:** |
| I can confirm that the information I have provided on this form is correct and understand that any errors or omissions, accidental or otherwise, may lead to the application being rejected and any offer of employment being withdrawn.  For eligible roles, a DBS check at the appropriate level will be required.  **The above consent completed and confirmed by Applicant** *(please sign below)***:**  **Name: ………………………………………………….**  **Date: ……………………………………………………** |

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| **Position you are applying for:** | **Trustee/Director (Board)** |
| **Full Name:** |  |
| **Day time contact number:** |  |
| **Evening contact number:** |  |
| **Email address:** |  |

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| **Convictions:** | | |
| Equation actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. A conviction will not necessarily be a bar to obtaining a position. | | |
| **Have you ever been convicted of a criminal offence?** |  | |
| Because of the nature of Equation’s work all posts are exempt from the Rehabilitation of  Offenders Act 1974 (Exemption) Order 1975 and therefore you must provide information about convictions, which for other purposes are ‘spent’ under the provisions of the Act.  All eligible Equation staff are DBS checked. | | |
| If yes, please provide details; | | |
| **Are you currently subject of a criminal charge?** | |  |
| If yes, please provide details; | | |

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| **Do you have any disabilities?** |  |
| An individual is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities  Equation ask to consider whether there are any reasonable adjustments needed for you to attend an interview. Equation will seek to meet their needs wherever possible.  All applicants with a disability who meet the essential criteria for a job/role will be interviewed and considered on their merits. | |
| If yes, please provide details; | |

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| **References:** Please provide the name, email address and details of their relationship to you of 2 people we can contact contact to provide references for you | |
| **Reference 1** | **Reference 2** |
| **Are you related to anyone that works for**  **Equation or do you have any other conflict**  **that you need to disclose? (please specify)** |  |

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| **Motivation:** Please summarise why you would like to be an Equation trustee and what you would like to get from your involvement with Equation. |
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| **Brief Personal Profile:** Please summarise key knowledge, skills or lived experience you would bring to the Equation Trustee role. |
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| **Paid & Voluntary Work Experience:** | | |
| Please provide a brief history of any **relevant** work roles including any volunteering work, in date order, starting with your most recent employer/voluntary organisation. | | |
| **Employer name and address** | **Job title and dates** | **Description of key achievements** |
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| **Education and Training:** | | |
| Please provide a **brief** history of any **relevant** education, training (qualifications and non-qualification courses) in most recent date order. | | |
| **School / College / University / Training Body** | **Date Completed** | **Qualification / Training Completed** |
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| **Other interests:** |
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