TRUSTEES - APPLICATION FORM

unipol®
the home of student housing

Guidance on completing this application form

This is a PDF document and you are advised to save this to a local drive in order to complete and then submit is as an attachment to an email, in line with the guidance below.

If completing by hand, please use black ink or type.

Before submitting the application, please check that:

1. All sections of this form have been completed.

2. You have attached a current CV of no more than 2/3 pages in length.

and note:

1. When completing the form, please demonstrate how your experience matches the criteria specified in the 'Skills Statement for Applicants'. The panel will select those for interview on the basis of the information supplied on the application form.

2. Be explicit in your responses. Inaccurate or misleading information may lead to the rejection of the application.

3. Demonstrate by using examples how your skills and experience match the requirements of the 'Skills Statement for Applicants'. Examples should describe the process of achievement as well as outcomes and identify your involvement in those.

4. Simple reference to your CV is not an acceptable answer.

5. Boxes in this form will extend electronically. If using a hard copy, please continue, if necessary, overleaf or on an additional page, attaching it to the form.

6. The preferred method for submitting applications is electronic and the email address to use is: L.Hodgen@unipol.leeds.ac.uk In the subject line, please quote '**Trustee Application**'. Alternatively, application forms can be mailed or delivered to: Ms Liz Hodgen, Deputy Chief Executive, Unipol, 155/157 Woodhouse Lane, Leeds LS2 3ED.

7. Should you require an application form in an alternative format (for example, braille, audio or large print), please contact Ms Hodgen as above.

8. If you consider yourself to have a disability, please indicate if you require any adjustments to be made should you be invited to the open day and/or for interview.

9. Your completed form, plus CV, should be returned as soon as possible and in any event so as to be received by midday on Friday 3rd February 2012.

10. If you need further guidance, please contact Ms Hodgen as above.

11. Unipol cannot be responsible for the non-receipt of application forms.

12. All applications will be acknowledged within five working days of receipt. If you have not received an acknowledgement within that time, please contact Ms Hodgen as above.

Personal details

Title (Dr, Mr, Ms, Other)

Surname

First Name

Full Home Postal Address
(any written correspondence
will be sent here)

Home Telephone Number

Work Telephone Number

Mobile Number

Email Address
(unless left blank, we will use this
address for communication with you)

Highest Academic Qualification

Professional Qualifications and
Memberships

Relevant background

Applicants with the required qualities will be likely to have had experience in board or committee membership, possibly in the voluntary sector.

Membership of a board, council, committee or panel which receives and considers papers or submissions and determines a course of action. List up to three such appointments and their dates.

	NAME OF BODY AND BRIEF DESCRIPTION OF YOUR ROLE (up to 30 words)	FROM	TO
1.			
2.			
3.			

Voluntary work with a significant community or public service. List up to three such activities, identifying, if applicable, where you have acted as a Trustee.

ACTIVITY AND BRIEF DESCRIPTION OF YOUR ROLE (up to 30 words)	FROM	TO
1.		
2.		
3.		

Values and motivation
Please explain what motivates you to apply and describe how you uphold the values sought.

Analytical skills and decision making
Please give two examples of when you have had to assimilate complex, including financial, information in order to take decisions.

Collaborative working
Please give two examples of your working proactively within a group and leading to consensual decisions.

Relevant knowledge
Please give two examples illustrating your ability to bring to Unipol's Board one or more of the characteristics identified in the 'Skills Statement for Applicants'.

References will be taken up for all candidates invited for interview once the interview arrangements have been made.

Please supply the names, etc. of two referees who can provide independent views of how you match the selection criteria. They should be persons who know you well and can speak from personal experience of how you meet those criteria. Tell us in what capacity they know you. References will be taken up prior to confirmation of appointment which will be subject to satisfactory references.

Referee

Full Name

In what capacity does this person know you?

Contact Address

Telephone Number day

Telephone Number mobile

Telephone Number other

Email

Referee

Full Name

In what capacity does this person know you?

Contact Address

Telephone Number day

Telephone Number mobile

Telephone Number other

Email

Personal declaration

1. Have you ever been convicted of, or cautioned for, in the UK or elsewhere, any criminal offence, OTHER THAN a minor road traffic offence (such as parking) or are any such proceedings pending?

   YES ☐ NO ☐
   If 'Yes' please give details of penalty and date.

2. Have you ever been adjudicated bankrupt, made a composition with your creditors, or been sued to judgement for any debt? Have you ever had proceedings brought against you in respect of VAT or other form of tax? Are any such proceedings pending?

   YES ☐ NO ☐
   If 'Yes' please give details of and date.

3. Have you ever been subject to a disqualification order made under the Company Directors' Disqualification Act 1986, or are any such proceedings pending?

YES ☐ NO ☐
If 'Yes' please give details and date.

4. Have you ever been removed from the office of Trustee by the Commissioners or the High Court?

YES ☐ NO ☐
If 'Yes' please give details and date.

5. Have you ever been subject to a disqualification order under the Criminal Justice and Court Services Act 2000 or disqualified under the Protection of Vulnerable Adults List?

YES ☐ NO ☐
If 'Yes' please give details and date.

6. Are you aware of anything in your private or business/professional life which would be a source of embarrassment to yourself or to Unipol if it became known in the event of your application being successful?

YES ☐ NO ☐
If 'Yes' please give dtails and date.

I declare that all the information given in this application is complete and correct to the best of my knowledge. I also declare that I will immediately inform Unipol of any changes in circumstances that affect the answers I have given.

Signed: Date:

Data Protection
Unsuccessful applications will be kept for one year after the interview dates.
Applications from successful Trustees will be kept for one year after the date that they cease involvement with the Board.

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