**Member of Henshaws Trustee Application Form**

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| Title (i.e. Miss/Mrs/Mr/Dr) |  |
| First Name |  |
| Surname |  |
| Home Address |  |
| Postcode |  |
| Telephone - Mobile Number |  |
| Telephone - Home Number |  |
| Email Address |  |

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| Why do you want to join Henshaws Board of Trustees? |
| What experience and skills would you bring to Henshaws? |

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| What skills do you hope to develop by joining the Trustee Board? |

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| Do you have any experience of visual impairment or other disabilities - particularly learning disabilities and autism - either personally or through work or other settings? |

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| Please detail any reasonable adjustments you may require if engaged as a trustee at Henshaws |

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| **References**  Appointment to the role of trustee is subject to two satisfactory references, Please provide details of suitable referees. References must be known to you in a professional capacity - family members and close personal friends are not appropriate.  Referee 1:  Full Name:  Email address:  Address (only needed if email is not known)  Telephone number:  In what capacity do you know this person?  How long you have known this person?  Referee 1:  Full Name:  Email address:  Address (only needed if email is not known)  Telephone number:  In what capacity do you know this person?  How long you have known this person? |

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| **Rehabilitation of Offenders and DBS checks**  Due to the services offered by Henshaws, you will be required to complete an enhanced DBS check with including a check of the section 128 direction.  Due to the nature of the work undertaken by Henshaws under the Rehabilitation of Offenders Act 1974  it is lawful to ask questions about spent convictions. The provision for this is set out in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended (the “Exceptions Order”).  Do you have any convictions, cautions, reprimands or final warnings, either spent or unspent?  Yes  No  If yes, please provide details:  Do you have a Secretary of State Section 128 Direction?  Yes  No  Safeguarding  Have you ever been the subject of a safeguarding concern in either an employed or voluntary role?  Yes  No  If yes, please provide details: |

Declaration

Henshaws holds information relating to you which is subject to the Data Protection Act 1998. By signing this agreement you consent to Henshaws processing, both manually and by electronic means, your personal and sensitive personal data for the purposes of the administration and management of the work you perform and/or Henshaws’ business. “Processing” includes obtaining, recording, holding or disclosing information or data and carrying out operations on the information or data.

“Sensitive personal data” includes information held by Henshaws as to your physical or mental health, your political opinions, religious or similar beliefs, sexual orientation. Typical examples of items of sensitive personal data are SSP self-certification forms and medical reports.

I declare that the information given in this form is, to the best of my knowledge, complete and correct; I also understand that any wilful mis-statement renders me liable to dismissal if engaged.

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| **Applicant name** |  |
| **Applicant Signature** |  |
| **Date** |  |