

NUNEATON & BEDWORTH LEISURE TRUST TRUSTEE APPLICATION FORM

We will use this form to assess the skills, experience and interests of those people who have applied to become a Trustee. It will help if you can be as specific as possible on, for example, your reasons for wanting to become a Trustee and what skills and experience you will be able to bring to the role.

| | | | |
|---------------------|--|--------------------|--|
| Name: | | | |
| Address: | | | |
| E-Mail Address: | | | |
| Day Time Telephone: | | Evening Telephone: | |
| Mobile Number: | | | |

1. Please detail your present or most recent employer:

2. Please indicate whether you live, work, study or have a connection (such as a member of a sports club) within the Council area of Nuneaton & Bedworth:

Please tick as appropriate:

Live

Work

Study

Please detail the connection you have (if you study in Nuneaton & Bedworth please give the address of your place of study).

3. Are you a Member of or, on the Committee of any other Nuneaton & Bedworth Body, National Body or any other organisation? If so, please give details.

4. Are you an Elected Member or employee of any Local Authority, or have you been an Elected Member of any Local Authority within the last 4 years. If so, please give details. Please see person specification attached concerning Local Authority persons. (Note: the expression "local authority" is defined in Section 67(3) of the Local Government & Housing Act 1989).

5. Why do you wish to become a Trustee?

6. Do you have any particular interest and/or professional skills or experience in any of the following areas; sport & leisure, external grant applications/fund raising, finance, business management, law, marketing or communications. Please give details:

7. Please give details of any experience that you think is relevant to becoming a Trustee (whether through paid employment or voluntary/participatory activities)

8. Do you make significant use of any Nuneaton & Bedworth facilities or services? If so, please give details.

9. Have you ever been?

| | Yes | No |
|---|-----|----|
| The subject of an application for a disqualification order under the Companies Directors Disqualification Act 1986 or had such an order made against you; | | |
| Adjudicated bankrupt or been the subject of a petition for bankruptcy; | | |
| Entered into an individual voluntary arrangement under the Insolvency Act 1986 or any composition or moratorium on debts with creditors; | | |
| Been convicted of an indictable or other offence which is not spent; | | |
| Previously been removed from the trusteeship of a charity by the court or the Charity Commissioners. | | |

If yes, please provide details below:

Please give details of two referees (other than relatives) whom we can apply to for a reference:

1 Name:

Address:

Post Code:

Tel.No.:

Permission to contact prior to interview
Yes/No

What is their connection with you?

2 Name:

Address:

Post Code:

Tel.No.:

Permission to contact prior to interview
Yes/No

What is their connection with you?

Your Signature

Date.....

Please return this form to:

**Personnel, Nuneaton & Bedworth Leisure Trust,
Heron House, Newdegate street, Nuneaton, CV11 4EL**

TRUSTEE RECRUITMENT GUIDANCE NOTES

These notes are intended to provide you with guidance on completing your application form.

General

Application forms must be completed for every position. Curricula Vitae and letters will not be accepted unless they support the information in your form.

Your form must be completed in Black Ink to facilitate copying. In the interests of the Economy, NBLT will only communicate further with short-listed applicants. If you have not been contacted within 28 days of the closing date, you should assume that your application has been unsuccessful.

Role Description

This will explain in detail exactly what the role you are applying for involves. It will include the positions basic functions, key responsibilities/accountabilities and reporting relationships.

Person Specification

The person specification is the key document in the selection process and clearly indicates which criteria will be used to shortlist from the application form. It will also indicate at which stage of the selection process other criteria will be used.

Completing your Application

It is usually a good idea to do a rough draft first as it will avoid mistakes and repetition ensuring that the final version is well organised, well presented and relevant. Take care to ensure that additional sheet have your name and position applied for on and that they are securely attached to your application form. Remember to sign, date and take a copy of your completed application form before returning it by the specified closing date.

Declaration and Signature

Please make sure that you read your form carefully and that all details are correct and complete. A false declaration or omission in support of your application will disqualify you from appointment. If you are successful, and false declarations or omissions are subsequently discovered, this is likely to lead to your dismissal from NBLT.

Data Protection

NBLT will retain all received application forms and short-listing information for eight months following the date of appointment, after which time they will be destroyed.

Short-listing and Interviews

Short-listing shall be based solely on the information contained in the application form and applicants who, in the opinion of the selection panel, best meet the essential requirements of the person specification will be selected for interview. Disabled applicants who meet the minimum essential criteria will be guaranteed an interview.

Those participating in the selection process have been trained and in all cases short-listing and interviews will involve at least three people.

You will normally be invited to attend for interview by letter and in most cases you will be given at least 5 working days notice.

All applicants will be contacted either by telephone or in writing to advise them of the panel's decision. NBLT will endeavour to do this as soon as possible but usually within 48 hours of the interview taking place. If requested by an applicant, feedback from the Selection Panel will be given.

References

References are usually requested automatically for all short-listed applicants, so you will need to indicate on your application form if you do not wish your referees to be contacted prior to interview.

Both referees should be willing to comment on your suitability for the job in question.

When you are completing the reference section in the application form, you must indicate how the referee is connected to you.

No appointment will be confirmed without satisfactory references.

Disclosure Check

Once the successful applicant has accepted the role will be asked to apply for a standard disclosure with the Criminal Records Bureau.

Bankruptcy Check

Prior to notifying new Trustees details to Companies House, it is necessary to undertake a Bankruptcy search on the individual. The search is conducted by H.M. Land Registry in the index to the registers which are kept pursuant to the Land Charge's Act 1972.

NUNEATON & BEDWORTH LEISURE TRUST (NBLT)

ROLE DESCRIPTION

Job Title: Trustee

Responsible to: Chairperson of the Board

PURPOSE

1. Provides governance to (NBLT) and represents it to the community and accepts the legal authority for it.
2. Ensure that NBLT exists and takes all necessary steps in the pursuit of the objectives of NBLT as set out in the Memorandum and Articles of Association

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. To ensure that NBLT complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that NBLT pursues its objects as defined in its governing document.
3. To ensure NBLT applies its resources exclusively in pursuance of its objects.
4. To contribute actively to the Management Board's role in giving firm strategic direction to NBLT, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of NBLT.
6. To ensure the effective and efficient administration of NBLT.
7. To ensure the financial stability of NBLT.
8. To protect and manage the property of NBLT and to ensure the proper investment of the NBLT's funds.
9. To appoint the General Manager and monitor his / her performance.
10. Scrutinise Board papers
11. Participate in discussions as appropriate
12. Providing guidance on new initiatives
13. Other issues in which the member has special expertise.
14. Representing NBLT at functions, meetings.

SPECIAL CONDITIONS:

1. The position is unpaid and on a voluntary basis
2. Must regularly attend Board Meetings

| | | |
|-----------------------|-----------------|--------------|
| PREPARED BY: | General Manager | |
| DATE PREPARED: | February 2006 | |
| AGREED BY: | | DATE: |

Person Specification

Trustee

NOTE TO APPLICANTS

Whilst all criteria on the specification are important, those marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence and examples of meeting them. Failure to do so may mean that you will not be invited for interview.

| Category | E/D | Criteria Indicate E (Essential) or D (Desirable) | Method of assessment |
|--|-----|--|-------------------------|
| Experience | D | Previous Leisure Trust Board experience | 2 |
| | D | Experience & understanding of committee work | 2 & 4 |
| | D | Leadership experience | 2 & 4 |
| Qualifications/ Attainments | | | |
| Knowledge, Skills and Abilities | E | Strategic vision | 4 |
| | E | Good, independent judgement | 4 |
| | E | Ability to think creatively | 4 |
| | E | Ability to work effectively as a member of a team | 2 & 4 |
| | E | Good communication and interpersonal skills | 4 |
| | D | Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. | 4 |
| Personal Qualities | E | Commitment to the organisation | 4 |
| | E | Willingness to speak their mind | 4 |
| | E | Tact and diplomacy | 4 |
| | E | Impartiality, fairness and the ability to respect confidences. | 4 |
| Other Factors | E | Willingness to devote the necessary time and effort | 4 |
| | E | Understanding and acceptance of the legal duties, responsibilities and liabilities of Trustees | 4 |

Method of Assessment

1= test (psychometric, pool, practical)

2= application form

3= exercise (computer, in-tray, written)

4= interview

5= documentary evidence (e.g. certificates, references, portfolio)

6= presentation

V2/JAN/08