# Board Member Application Form

Please remember to enclose your CV and supporting statement with this form.

# DECLARATION OF INTEREST

# Please tick the relevant box (True or False) as applicable:

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| --- | --- | --- |
| Entitlements, Payments and Benefits Policy - Declaration | **True** | **False** |
| 1 | I have not leased or sold a property to Viewpoint | [ ]  | [ ]  |
| 2 | The same can be said, as far as I am aware, for my spouse/partner, and all other members of my immediate family | [ ]  | [ ]  |
| 3 | I do not occupy, rent or lease a property owned or managed by Viewpoint | [ ]  | [ ]  |
| 4 | I am not, as far as I am aware, related to any of Viewpoint’s Board Members or employees (past or present) | [ ]  | [ ]  |
| 5 | I am not an employee, owner or controller of a company or other organisation with which Viewpoint has a contractual relationship and the same can be said, as far as I am aware, for my spouse/partner and all other members of my immediate family | [ ]  | [ ]  |
| 6 | I am not a member of any other housing associations or co-operatives. | [ ]  | [ ]  |
| 7 | I do not work for a housing association. *If you do, please give details of the housing association’s area of operation and your position.* | [ ]  | [ ]  |
| 8 | I am not an owner or controller of more than 2% of a company the shares in which are publicly quoted or more than 10% of any other company | [ ]  | [ ]  |
| 9 | I am not disqualified from being a director or a trustee | [ ]  | [ ]  |
| 10 | I agree to have a Criminal Records Bureau check if so required | [ ]  | [ ]  |

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| If you answered ‘False’ to any of the above questions, please include details of the circumstances in the space provided: |
|       |
| Please list all bodies in which you have an interest as a director (executive or non executive), an officer, a member of a firm or as an official or elected member of any statutory body (including Local Authorities): |
|       |

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| **Rehabilitation of Offenders Act 1974** |
| The Exception Order 1995 requires disclosure of ‘spent’ convictions if you are applying for positions within Finance, Care or with Young People under the age of 18. This post is covered due to the financial responsibilities it carries. If you inadvertently disclose a conviction, which is regarded as “spent”, it will be ignored. |
| Have you ever been convicted of a criminal offence? | Yes [ ]  | No [ ]  |
| If yes, please give details on a separate sheet. |

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| **Asylum and Immigration Act 1996** |
| Under the Terms of the Asylum and Immigration Act 1996 Viewpoint will need to see a document which confirms your entitlement to take up remunerated posts in the UK before you can take up office. It would also be helpful if you confirm entitlement at this stage. |
| I can confirm that I am entitled to take up the post in the UK | Yes [ ]  | No [ ]  |

**REFERENCES**

|  |
| --- |
| Please give the name, address and contact number or email, of two referees, one of whom should be your present or immediate past employer (if applicable). References will be taken up for shortlisted candidates only |
| Name |       |       |
| Relationship |       |       |
| Address |       |       |
| Contact no./ email |       |       |

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| **I declare that, to the best of my knowledge and belief, the information I have given in my application and accompanying CV is true and accurate. I understand that any offer of office is conditional upon the accuracy of this information. I understand that any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, or the withdrawal of an offer, or if I have been appointed, to my dismissal.** |
| **Signed**  | **Date**  |

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| **Data Protection Act 1998** |
| By signing this form you give Viewpoint permission to collect, retain and process information about you. This information will only be used so that we can monitor our compliance with the law and best practice in areas such as equality of opportunity, non-discrimination and remuneration administration etc. |

**EQUALITY AND DIVERSITY MONITORING FORM**

To monitor our activities, it is necessary to collect information from applicants on key characteristics that relate to equality and diversity. The information collected will be used in relation to the collation of statistics and to monitor the operation of our equality and diversity policy, which aims to ensure that no direct or indirect discrimination occurs.

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| --- | --- | --- |
| Gender (please tick) | Male [ ]  | Female [ ]  |
| Date of birth |       |
| Ethnic origin (please tick) |
| **White** |
| Scottish[ ]  | Other British [ ]  | Irish  [ ]  | Polish [ ]  | Gypsy/Traveller [ ]  | Other  [ ]  |
| **Asian, Asian Scottish or Asian British** |
| Indian [ ]  | Pakistani  [ ]  | Bangladeshi [ ]  | Chinese  [ ]  | Other [ ]  |
| **Black, Black Scottish or Black British** |
| Caribbean [ ]  | African [ ]  | Other [ ]  |
| **Other Ethnic Background** |
| Arab, Arab Scottish or Arab British [ ]  | Any Other Group [ ]  |
| Are you registered disabled?  | Yes [ ]  | No [ ]  |
| Do you consider yourself disabled? | Yes [ ]  | No [ ]  |
| Please give brief details below if special arrangements/facilities will be required to enable you to attend interview. |       |

**FIT AND PROPER DECLARATION**

Name:

**A. Fit and Proper Person Declaration**

I declare that:

* I am not disqualified from acting as a charity trustee;
* I have not been convicted of an offence involving deception or dishonesty (**or** any such conviction is legally regarded as spent);
* I have not been involved in tax fraud;
* I am not an undischarged bankrupt;
* I have not made compositions or arrangements with my creditors from which I have not been discharged;
* I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity;
* I have not been disqualified from serving as a Company Director;
* I will at all times seek to ensure Viewpoint’s funds, and charity tax reliefs received by Viewpoint, are used only for charitable purposes.

**Notes:**

* If you **are able** to sign the Fit and Proper Persons Declaration in the terms set out above, but **want to make any information known or clarify any points** please tick this box  and add your comments on the sheet overleaf.
* If you **are unable** to sign the Fit and Proper Persons Declaration in the terms set out above, it is essential that you contact the Company Secretary without delay to discuss your reasons in confidence.

**B. Consent to Act**

I consent to act as a Member of the Board of Management of Viewpoint Housing Association.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Previous address (if moved in the past 12 months) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please use the space below to provide any additional information or points of clarification relating to your Fit and Proper Declaration**

Please return this form, together with your other documents

By email: dorry.mclaughlin@viewpoint.org.uk

By post: Dorry McLaughlin,

 Chief Executive

 Viewpoint

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 Edinburgh EH9 2HG