



Hive Bradford

Trustee Application Form

Hive is a community arts charity in Shipley, Bradford. We deliver arts and crafts courses, workshops and projects from our centre in Shipley and across Bradford District. We believe that creativity contributes to good health and well-being and helps to bring communities together.

Volunteers are central to our organisation, increasing our capacity to deliver our objectives and activities, and providing a wide range of relevant skills, experiences and perspectives. Additionally, volunteer Trustees provide overall strategic direction and ensure that we continue to carry out our purposes for the public benefit.

Being a Trustee is a role which comes with important legal and moral responsibilities and duties, as outlined in the role description and person specification. All appointed Trustees will be required to read, understand and agree to the Trustee Code of Conduct, and to declare any conflicts of interest.

Hive is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults. Our safeguarding policies are available on request. Hive is committed to equal opportunities in relation to the recruitment, selection and involvement of Trustees.

Your details	
Your name	
Your address (including postcode)	
Phone number(s)	
Email address	

Where did you hear about us?			
Internet search	Social networking	Word of mouth	Health organisation
Leaflet or poster	Other: (please give details)		

Why would you like to be a Trustee of Hive?



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What do you hope to bring to Hive?

Please tell us about any experience you have from work, other volunteering, or personal interests, which may be relevant to being a Trustee at Hive.

Please tell us about any relevant qualifications or training.

Please tell us about your hobbies, interests or other things you particularly enjoy.

Do you have any additional support needs or adjustments we might need to make to facilitate your volunteering?

How do you know Hive?

Have you been, or are you currently being, paid for work by Hive? In what capacity? Please include dates.

Do you know any current Trustees, staff or volunteers at Hive? In what capacity? How long have you known them?

Additional responsibilities

Some Trustees take on additional roles such as Chair, Secretary, Treasurer, Safeguarding Lead, Data Protection Lead. If you are interested in any of these roles please indicate which below.



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References

Please provide details of **two** people who know you well enough to comment on your suitability for volunteering, and are not related to or living with you.

At least one of your references must be a professional reference (for example a current or former employer, a supervisor from other volunteering, an educational tutor or supervisor who knows you well, a support worker).

Please ensure that your referees know that we will be contacting them regarding your volunteer application.

Referee 1 (professional referee)

Their name

How they know you

Email address

Address

(including postcode)

Phone number(s)

Referee 2 (professional referee)

Their name

How they know you

Email address

Address

(including postcode)

Phone number(s)

Your information

The information you provide us with will be used to facilitate being a Trustee with Hive, in particular the checks necessary as part of our safer recruitment processes, registration with the Charity Commission and Companies House, and the administrative requirements of the role (for example communicating with you about your role).

Your information will be stored confidentially and securely, and retained whilst you are a Trustee at Hive and for up to five years afterwards.

As with any personal information held by any organisation, you have a number of rights to access and retain control over your personal data, including the right to see the information we hold about you, and the right to correct or remove your information. Full details can be found in our Data Protection Policy which is available on our website or from our office.

Declaration

By submitting this form, you declare that the information you have provided is accurate, and agree to Hive processing your data as described above.

Your name

Date



Equality Monitoring

This form will be separated from your application, and will not be used as part of the recruitment process. We ask for this information so that we can monitor the reach and diversity of our recruitment processes on an ongoing basis, to ensure that we are reaching all sectors of the community with our recruitment advertising and publicity.

Gender					
(Enter your own description)		Female	Male	Prefer not to say	
Ethnicity					
Asian or Asian British:	Indian	Pakistani	Bangladeshi	Chinese	Other (you may specify below)
Black, Black British, Caribbean or African:	Caribbean	African	Other (you may specify below)		
Mixed or multiple ethnic groups:	White and Black Caribbean	White and Black African	White and Asian	Other (you may specify below)	
White:	English, Welsh, Scottish, Northern Irish or British	Irish	Gypsy or Irish Traveller	Roma	Other (you may specify below)
Other ethnic group:	Arab	Other (you may specify below)			Prefer not to say
Specify another ethnicity (optional):					
Disability					
Do you consider yourself to have a disability?	Yes		No		Prefer not to say
Age					
	16-17	18-24	25-34	35-44	45-54
	55-64	65-74	75-84	85 and over	Prefer not to say