THE BRITISH RACING SCHOOL

TRUSTEE APPLICATION FORM

Where did you see the position advertised or hear about it?

Careers in Racing □ BRS Website □ Word of mouth □ LinkedIn □ Other □

Section 1: Personal Information

Title:	**First name(s):**
Last name:	**Any former names used (in full):**

Nationality:

If you have previously worked as a teacher, please give your Teacher Reference number:

National Insurance number:

Address: **Postcode:**

Contact telephone number:	**Email:**

Section 2: How you meet the required Person Specification

Use this section to provide evidence of how you meet the criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the trustee position.

You should also use this section to include other information about why you want the position and anything else you wish to say.

Section 3: Work and other relevant experience

Please:

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc), regardless of whether you feel these are relevant to the post you are applying for.
- Duplicate these pages if you need to, in order to provide a full and unbroken record
- Start with your current or most recent post and work backwards
- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc.

Are you currently: EMPLOYED/UNEMPLOYED/SELF-EMPLOYED (please delete as appropriate)

CURRENT EMPLOYMENT:

Dates: From: To:	**Name of employer:**	**Post held:**
Brief description duties:		

PREVIOUS EMPLOYMENT: (Give details of additional employments on a separate sheet if necessary)

Dates: From: To:	**Name of employer:**	**Post held:**
Brief description duties:		

Dates: From: To:	**Name of employer:**	**Post held:**
Brief description duties:		

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Brief description duties:		

Section 4: Qualifications and Training

Further and Higher Education (degree, diploma, BTEC, NVQ, professional qualifications)

Date: (mm/yyyy)	**Qualification and examining body**	**Subject(s)**	**Pass level or grade**

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently:

Personal interests/Hobbies (if relevant):

Section 5: Declarations

Entitlement to work in the UK

Are you currently eligible to work in the UK? Yes □ No □

If **Yes,** are there conditions attached (e.g. time limits)? Yes □ No □

If **Yes,** please give details:

Disqualification
You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- are on the sex offenders' register

Are you disqualified from acting as a Trustee Yes □ No □

Police and Criminal Record

The position you are applying for has been identified as involving supervising, training, caring for or otherwise connected with children and/or young people. In view of this, you must declare all* criminal convictions, cautions, bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands and warning even where they are 'spent' as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any cases pending (or where you have reported for consideration of possible prosecution). An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children's barred list will also be required.

* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into

account. Guidance and criteria on the filtering of these cautions and convictions can be found a the Disclosure and Barring Service website https://www.gov.uk/government/publicaions/dbs-filtering-guidance

Details of criminal convictions, cautions and/or bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands or warnings, and any cases pending:
Please state 'None' if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each sheet.

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Section 6: References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current/most recent employer or tutor and your references **MUST cover all employment and/or any voluntary work in the past five year period.** References should be provided by the Head of the establishment. Give details of additional referees on a separate sheet if necessary.

Reference 1:
(must be current or most recent employer)

Organisation:

Name:

Address:

Postcode:

Email:

Tel:

Employer □ Educational □

Reference 2:
(must be a previous employer/tutor)

Organisation:

Name:

Address:

Postcode:

Email:

Tel:

Employer □ Educational □

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below:

Reference 1: Yes □ No □

Reference 2: Yes □ No □

Section 7: Health

Please give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application:

Section 8: Declaration and Data Protection Statement

I consent to the British Racing School carrying out checks, and using information provided from the checks and this application form when making a decision about my suitability to work with, or be in regular contact with, children/young people.

I give consent for the British Racing School to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the British Racing School carrying out a Disclosure and Barring Service (DBS) check if my application is successful, or an online status check if I am registered for the DBS Update Service.

I understand that the British Racing School will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for employment.

To the best of my knowledge, the information I have supplied on this form and any attachments, is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees/previous and/or current employers.

Signed: …… **Date:** ……..

Details of your application, including your personal details, will be stored on our systems and database for up to 6 months following completion of this recruitment process (longer for successful applications).

Please return this form in confidence to:
Carol.Bramhill@brs.org.uk