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Improving the lives of mothers and families affected by pre and postnatal depression and anxiety



Acacia Family Support

Chair of the Board Application Form

**Personal details** (please print)

**Name:**

**Address:**

Postcode:

**Telephone:**

Day Evening Mobile

**E-mail:**

**Please read all questions first and answer in appropriate boxes.**

**Please continue on the reverse of the page if there is not enough room in the box.**

**If you wish to attach a personal CV of your knowledge and experience of the voluntary sector instead of completing a box you may do so.**

2/11

**Why are you applying to become Chair of the Board of Acacia?**

3/11

What particular skills, knowledge and experience do you have that you can bring to Acacia? Please refer to the Chair of the Board job description and person spec in your answer.

4/11

Is there a particular area of Acacia work that you are interested in?

ffffff

Is there additional information you would like to give in support of your application?

**Emergency contact**

In an emergency whom should we contact (usually next of kin)?

Name:

6/11

Telephone:

**Additional information**

Acacia recognises the great responsibility in working with children and vulnerable adults. To protect these people, and to protect you, our employees, we will be required to obtain a disclosure check through the Criminal Records Bureau if you are offered an appointment. We will also offer you appropriate training as and when necessary.

**As a preliminary for this please complete the following:**

How long have you lived at your current address?

If less than 12 months, what was your previous address?

Post code:

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? (Please circle the correct response)

Yes No (NB: disclosure of any offence will not necessarily be a bar to this appointment)

If yes, what was the nature of the offence?

Offence

Date

7/11

**Are you legally entitled to work in the UK? (Please tick)**

 Yes  No

**Right to Work in the UK (Asylum & Immigration Act 1996)**

*If you are invited to interview, please could you bring along* ***original proof and a copy of your right to work in the UK****. The list below may help in providing such a document. A full list can be found at the government website* [*www.ind.homeoffice.gov.uk*](http://www.ind.homeoffice.gov.uk)

|  |  |
| --- | --- |
| **Either one of these documents:** | |
| * A UK or European Area passport * A UK residence permit issued to a national from an EEA country or Switzerland * A UK endorsed travel document | |
| **OR** | |
| **A document with evidence of a**  **permanent National Insurance number (P45, P60)**  ***And*** one of the following:   * A birth certificate * A certificate of naturalisation/registration as UK citizen * An endorsed letter from the Home Office | **A work permit issued by Work Permits UK**  ***And*** one of the following:   * A passport or travel document endorsed by UK Home Office * An endorsed letter issued by UK Home Office |

8/11

**References**

Please give the names and addresses and telephone numbers of two people who know you well, who would be able to give you a reference and comment upon your suitability as Chair of the Board. (Do not choose a close relative, and at least one referee must be outside ACACIA). Please ask their permission first and tell us if they are related to you.

|  |  |
| --- | --- |
| **Reference 1**  Name:  Job title:  Relationship to you:  How long known:  Address:  Post code:  Telephone:  Email: | **Reference 2**  Name:  Job title:  Relationship to you:  How long known:  Address:  Post code:  Telephone:  Email: |

**Declaration**

9/11

10/11

**I confirm that to the best of my knowledge the information given in this employment application form and any attachments is true and correct and can be treated as part of a subsequent contract of employment. Please sign and date below.**

Sign:

Date:

Please include with your application your signed:

• Declaration of Eligibility to be a Chair of the Board

• Declaration of Recognition of articles of Faith

• Declaration of Interests, and

• Statement of Trustees Obligations, which must be signed within one month of appointment.

You will find all these forms in Appendix One

**Please return your completed application form and signed documents to:**

**Acting Chair of the Board**

**Acacia Family Support**

**Plantsbrook House. 3rd Floor,**

**Sutton Coldfield**

**B72 1PH**

**teamacacia@acacia.org.uk**

The Memorandum and Articles of Association is available by request to the above.

If you are **registered disabled or you consider yourself as having a disability and require support**, please state the support we should provide if you are called for interview:

**Equal opportunities monitoring form**

11/11

**In confidence**

Acacia wants to ensure equal opportunities for all sections of the community. Please help us by filling in this form. The information will be treated confidentially and only used to monitor the effectiveness of our Equal Opportunities Policy.

**Gender:** (please circle) Male Female

**Age:** (please circle**)**

16-17 18-29 30-39 40-49 50-59 60-74 75+

**Do you consider yourself to have a disability as described by the Disability Discrimination Act?**

i.e. do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities.

Please circle the correct response: Yes No

**How would you describe your ethnicity?** (please circle)

If you wish to classify yourself in some other way, please feel free to do so.

Asian British Bangladeshi Black African Black British

Black Caribbean Black Other Chinese Indian

Mixed race Pakistani White British White Irish

White other Other (please specify)

Appendix One

Acacia Chair of the Board Declaration of Eligibility

I declare that:

* I am over age 18.
* I am not an undischarged bankrupt.
* I have not previously been removed from trusteeship of a charity by a Court or the Charity

Commission.

* I am not under a disqualification order under the Company Directors' Disqualification Act

1986.

* I have not been convicted of an offence involving deception or dishonesty (unless the

conviction is spent).

* I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from

acting as a charity trustee.

* I undertake to fulfill my responsibilities and duties as a trustee of Acacia Family Support in

good faith and in accordance with the law and within Acacia Family Support’s objectives /

mission.

* I do not have any financial interests in conflict with those of Acacia Family Support either in person or through family or business connections except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acacia Trustee Declaration of Recognition of Articles of Faith**

*Acacia is a Christian Faith-based organisation. We believe that people of diverse cultures and perspectives have much to learn and to profit from each other. We welcome contribution from those with differing faiths, abilities and backgrounds. As a Christian organisation and in light of our Christian purpose and ethos, there is a genuine occupational requirement (GOR) for Acacia’s Trustees/Chair to be committed Christians. This is reflected as appropriate for the Trustees and Executive staff team of the organisation however this requirement does not apply to other staff/voluntary positions/service delivery.*

*As a Trustee, we ask that our Faith Foundation, Ethos and Values be recognised and respected.*

The Articles of Faith in accordance with which the Objects shall be furthered are:

1. a desire to reflect the love and compassion of Jesus Christ for all people of all faiths, beliefs and cultures without discrimination and without prejudice;
2. an intention to not promote religion, nor proselytise, nor impose any particular belief upon anyone;
3. a commitment to promote understanding and co-operation between people of different faiths and cultures within local communities; and
4. a willingness when requested to explain the beliefs summarised as:
   * a belief in God the Father, God the Son and God the Holy Spirit;
   * a belief in the authority of the Bible;
   * a belief in, and following the teaching of, Jesus Christ, God’s son; and
   * a belief that the Grace of God through Jesus is offered to all people.

I have read the Articles of Faith as set out in Article 35 of the Memorandum and Articles of Association of Acacia Family Support, reproduced above.

I recognise, understand and respect the faith basis, values and ethos of Acacia Family Support.

I will always represent Acacia Family Support to people who use the service, and to members, supporters, funders and other agencies, in such a way as not to detract from its faith basis, values and ethos.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acacia Trustee Declaration of Interests**

***This declaration must be updated and submitted to the secretary of the Board at any time it requires to be amended due to a change in the trustee’s interest****.*

A Trustee who has a direct or indirect interest in any contract, proposed contract, arrangement or dealing with the Company must declare his interest to the board.

A Trustee has a personal direct interest in a matter which is to be discussed or determined by the Board if he will be directly affected by the decision of the Board in relation to that matter.

(A Trustee has an indirect personal interest in a matter if it will affect someone or some organisation with whom he is associated).

**Trustees are required to declare a list of**:

* any other body of which you are a Trustee of Officer:
* any firm in which you are a partner:
* any public body of which you are an official or elected member:
* any company whose shares are publicly quoted in which you own or control more than 2% of the shares:
* any company whose shares are not publicly quoted in which you own or control more than 10% of the shares:
* any other interest which is significant or material to my being a Trustee of Acacia Family Support:

I declare the above to be to the best of my knowledge the interests I have and that I will inform the secretary of the company if there are any relevant changes at any time:

Signature

Name (printed)

Date:

**Acacia Trustee Declaration of Obligations to The Board and to The Company**

*This statement is not intended to be exhaustive and the Board may review and amend it from time to time.* ***To be signed and delivered to the Board within one month of appointment as a Trustee****.*

The obligations of Trustees to the Acacia Family Support Company include:

1. a commitment to its values and objectives;
2. an obligation to contribute to and share responsibility for the Board’s decisions;
3. an obligation to read Board papers and to attend meetings, training sessions and other relevant events;
4. an obligation to declare relevant interests;
5. an obligation (subject to any overriding legally binding requirement to the contrary) to keep confidential the affairs of the Board;
6. an obligation to comply with their fiduciary duties, including:
7. to act in the best interests of the company
8. to declare any interests a trustee may have in matters to be discussed at Board meetings and not put himself in a position where his personal interest or a duty owed to another conflicts with the duties owed to the company;
9. to secure the proper and effective use of the company’s property;
10. to act personally;
11. to act within the scope of any authority given;
12. to use the proper degree of skill and care when making decisions particularly when investing funds;
13. to act in accordance with the Memorandum and Articles;
14. to act in accordance with their obligations under the general law.

**I confirm I will meet my obligations to the Board of Acacia Family Support and to the company.**

**Signed: Name (printed) : Date:**