

**GOVERNING BODY
APPLICATION FOR MEMBERSHIP**

Introduction

We ask all people who express an interest to complete this application form. You may wish to have an informal chat with our Group Chief Executive first but should you decide to formally apply, please complete this form. Please do not send us a curriculum vitae.

Once we receive your application we will assess whether you have the general qualities and skills we consider are needed for Governing Body membership. Applicants who demonstrate they have the necessary skills will be asked to an informal interview. The interview is an opportunity to explore the expectations on both sides.

Your Details
Name (surname, forename, title):
Home address:
Date of Birth:
Email address:
Telephone numbers: Mobile: Home: Work:
Where did you hear that Hillcrest is looking to select additional Governing Body Members?

Related Interests
Are you already a shareholder of Hillcrest?
Are you a tenant of Hillcrest? A service user of Hillcrest Futures?
Are you related to any member of staff at Hillcrest?
Do you have any business or other interests which have the potential to represent a conflict of interest with the role of Governing Body Member?
Are you a non executive board/committee member of a Public, Voluntary or Community Organisation? (if yes, please list below the organisations and positions held)
Do you have a specific interest in a particular area of the Hillcrest group's business?

Drawing on either your working or personal life, please identify in the questions below how your skills and knowledge can meet the requirements of the role. We are not specifically asking you to list employment and voluntary experience but ask you to refer to such experiences which you may feel is relevant in this section.

Suitability for the Role of a Governing Body Member
Please tell us what experience you have working as part of a team which has both executive (e.g. senior staff) and non-executive (e.g. committee/board) members

Referring to the Board Skills Matrix, please tell us what areas of specialist knowledge you have

Referring to the list of GBM skills and experience mix, please tell us where you have particular business skills or personal experience

Local knowledge and tenant/service user and resident perspective
(Hillcrest, Hillcrest Futures, Hillcrest Enterprises)

If you think that there is any other information about yourself which you have not yet included but that you think is relevant to this application, please include it here.

Availability for the Role

Committee/Board meetings for Hillcrest are normally early in the evening in Dundee. The number of meetings per year varies and is noted within the time commitment section. Please comment on your availability and ability to contribute.

Any Other Comments

Please raise any other relevant comments or queries you may have.

Declaration

I declare that the information I have given in this form is correct. I have not been convicted of any criminal offence (which in accordance with the Rehabilitation of Offenders Act 1974 relates only to convictions defined as 'unspent'), I am not declared bankrupt under the Bankruptcy (Scotland) Act 1985 and I have not previously been removed from the governing body of any other Registered Social Landlord.

I understand I would receive no payment as a Governing Body Member other than out of pocket expenses.

Signed:**Date:**



About Me

Hillcrest are an equal opportunities employer and have adopted an equality and diversity policy that eliminates unlawful discrimination on the following protected characteristics (grounds) covered in law. These grounds are Age, Disability, Gender reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, and Sexual Orientation.

Our policy further promotes equal opportunities by encouraging Board Members from disadvantaged groups. This is known as positive action and is encouraged in law and statutory codes of employment, as well as in good practice guidance.

In order to achieve these objectives, we monitor applicants for employment to eliminate unlawful discrimination, as well as unfair forms of discrimination. These questions are used to gather this monitoring information and these data are processed confidentially in line with the Data Protection Act 1998. The information is also assessed independently of the interviewing panel by a member of our human resource team. All information gathered as part of the interviewing process will only be held as long as necessary to comply with employment and data protection law. Furthermore, this information will be destroyed securely in line with our data protection policy and procedures.

Notes on completion: You should remember that all questions are optional and you do not need to complete them. However, we encourage you to do so as we shall use this information to address your needs, as appropriate. For example, in the case of disabled applicants, we will use the information that you supply to make reasonable adjustments to address your needs.

Name: _____

Age: We ask this question to ensure that age discrimination is not occurring; for example, to make sure that applicants for employment are not being excluded on grounds of age, either for interviews or jobs.							
Under 25		35-44		55-64		Prefer not to say	
25-34		45-54		Over 65			

Disability: We ask this question for two reasons. Firstly, to ensure that discrimination is not occurring; for example, that applicants for employment are not being excluded on grounds of disability, either for interviews or jobs. Secondly, to identify what reasonable adjustments we can make in the event of disabled applicants being invited for interview. Are you a disabled person?							
Yes (please specify)							
No				Prefer not to say			
If you are a disabled person, please advise us of your needs so that we can address them appropriately. For example, in the case of visually impaired applicants, please let us know in which format you would like us to provide information.							

Gender: We ask this question to ensure that sex discrimination is not occurring; for example, to make sure that applicants for employment are not being excluded on grounds of their gender or sex, either for interviews or jobs. Please tick whichever option you most identify with.

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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Sexual orientation: We ask this question in order to ensure that discrimination is not occurring; for example, that applicants for employment are not being excluded on grounds of sexual orientation, either for interviews or jobs. Are you:

Bisexual	<input type="checkbox"/>	Gay woman/Lesbian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Heterosexual/Straight	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Ethnicity: We ask this question to ensure that race and ethnicity discrimination is not occurring; for example, to make sure that applicants for employment are not being excluded on grounds of their race or ethnicity, either for interviews or jobs. Please tick the category which you feel describes your ethnic origin, or specify your background if your preferred option is not available.

Asian	Black	Mixed	White	Other (Please specify)
Bangladeshi	African	White and Black	English	
Chinese		Caribbean	Irish	
Indian		White and Black	Gypsy/traveller	
Pakistani	Caribbean	African	Welsh	
		White and Asian	Scottish	
Other Asian (please specify)	Other Black (please specify)	Other Mixed (please specify)	Other White (please specify)	Prefer not to say

Religion or Belief: We ask this question to ensure that discrimination is not occurring; for example, that applicants for employment are not being excluded on grounds of their religion or belief, either for interviews or jobs. Please specify your religion or belief if your preferred option is not available.

Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Protestant	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Roman Catholic	<input type="checkbox"/>		
Jewish	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>