Please complete all sections of this form. The first page will be separated from your full application and will only be shared with the shortlisting panel when the shortlisting is completed. **Please ensure that your application does not exceed 10 pages in total.**

If this application form is required in an alternative format, please contact CTG by emailing [admin@charitytaxgroup.org.uk](mailto:admin@charitytaxgroup.org.uk) and we will endeavour to assist with your request.

**Role details:**

|  |  |
| --- | --- |
| Position applied for: | Director |
| Where did you see this position advertised? |  |
| CTG directors are recruited from CTG’s membership. Which membership organisation are you from? |  |

**Personal details:**

|  |  |
| --- | --- |
| Title: |  |
| First name: |  |
| Surname: |  |
| Pronouns used: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |

**For office use:**

|  |  |
| --- | --- |
| Reference number: |  |

**Your suitability for this role:**

|  |
| --- |
| *Please explain how you feel you meet the requirements of a CTG Director as outlined in the section entitled* ***What will you bring to the role?*** *in the application pack. The information here will be used to assess your general suitability for the role of Director.* |

**Your relevant experience, skills and knowledge**

|  |
| --- |
| *Please indicate how you feel your experience, skills and knowledge meet any of the priorities below.*   * Technical experience, skills and knowledge in the charity tax arena * Experience, skills and knowledge in monitoring and evaluation of activities and projects – particularly in a not-for-profit arena * Experience, skills and knowledge in fundraising |

**Professional and educational qualifications (if applicable):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (to – from)** | **School / College / Examining body** | **Qualification** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment history and professional experience (if applicable):**

|  |  |  |
| --- | --- | --- |
| **Dates (to – from)** | **Name and address of employer** | **Job title and brief description of duties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other relevant information:**

|  |
| --- |
| *Please give us any other information relevant to your application that hasn’t been outlined elsewhere or provide further details. Please give details of any relevant involvement with other organisations, any pastimes or hobbies, and details of any relevant achievements.* |

**Criminal record:**

|  |  |
| --- | --- |
| Do you have any ‘unspent’ criminal convictions under the Rehabilitation of Offenders Act 1974? | Yes / No |
| If “yes”, please email details to [admin@charitytaxgroup.org.uk](mailto:admin@charitytaxgroup.org.uk), marking the email as “confidential information re board application” | |
| Is there any relevant court action pending against you? | Yes / No |
| Appointed Directors are required to complete a fit and proper person declaration. | |

**Referees:**

|  |  |
| --- | --- |
| Director roles are subject to the receipts of satisfactory written references. Please give the name and contact details of two referees (who should not be related to you). | |
|  | |
| *Referee 1* |  |
| Name: |  |
| Address: |  |
| Contact number and email |  |
| Nature of referee: |  |
| May we contact your referee prior to interview if you are shortlisted? |  |
|  | |
| *Referee 2* |  |
| Name: |  |
| Address: |  |
| Contact number and email: |  |
| Nature of referee: |  |
| May we contact your referee prior to interview if you are shortlisted? |  |

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give CTG the right to withdraw or terminate any position offered.
2. I am happy for CTG to retain my application form for the purposes of this specific vacancy only and understand that once this position is filled, if my application is unsuccessful, all my documentation will be destroyed. If successful, I agree that all documentation will be retained for the duration of the position and for up to six years thereafter, and understand that information will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR).
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of CTG, any role offered may be withdrawn.

Signed …………………………………………………. Date ……………………………………

Please return this form to [admin@charitytaxgroup.org.uk](mailto:admin@charitytaxgroup.org.uk) with the heading Director Application

**Thank you for taking the time to complete this application form.**