



**St Vincent's
Hospice**

the little hospice with the big heart

01505 705 635 | contactus@svh.co.uk

Midton Road, Howwood, PA9 1AF

St Vincent's Hospice Trustee Application Form

www.stvincentshospice.org

Scottish Charity Number SC006888

St Vincent's Hospice Trustee Application Form

Thank you for your interest in becoming a Trustee of St Vincent's Hospice.

Please complete the following application form and submit it along with your CV and supporting statement.

Section 1: Personal Details

Full Name:	
Address:	
Postcode:	
Email:	
Phone Number:	
Date of Birth:	

Section 2: Professional Background

Current Employer (if applicable)	
Work Address (if applicable)	
Relevant Professional Qualifications	
Medical / Nursing Qualifications (if applicable)	

Section 3: Experience and Skills

Please provide details of your relevant experience in the following areas (if applicable).
You may include voluntary, paid work, or personal experience:

1. Leadership and Governance Experience:

2. Financial Oversight and Management Experience:

3. Experience in Clinical or Palliative Care Services (if applicable):

4. Experience with Fundraising and Income Generation:

5. Strategy Development and Organisational Planning:

6. Working with Volunteers and Community Engagement:

Section 4: Motivation and Vision

1. Why are you interested in becoming a Trustee of St Vincent's Hospice?

2. What skills and experiences will you bring to our Board of Trustees?

3. What do you believe are the key challenges and opportunities facing palliative care today?

Section 5: Time Commitment

Please confirm your availability to attend quarterly Board meetings, sub-committee meetings, and other key events such as the AGM.

Are you able to commit the necessary time to prepare for and attend Trustee meetings?

Yes ☐

No ☐

Supporting Statement

Please continue on a separate sheet if necessary

Section 6: Referees

Please provide details of three referees, at least one of whom should be able to comment on your professional experience. Referees will only be contacted with your permission.

1st Referee Name	
Relationship to Applicant	
Email:	
Phone Number:	
2nd Referee Name	
Relationship to Applicant	
Email:	
Phone Number:	
3rd Referee Name	
Relationship to Applicant	
Email:	
Phone Number:	

Section 7: Declaration

I declare that the information I have provided is true and accurate to the best of my knowledge. I understand that by submitting this form, I am expressing my interest in becoming a Trustee of St Vincent’s Hospice and that the Board of Trustees will review my application.

Signature:	
Date:	

Section 7: Submission

Please submit this form along with your CV and supporting statement to XXXX.

ADDITIONAL DETAILS	
Please list any dates you are NOT available for interview.	
Are you disqualified from acting as a trustee	Yes / No

DIVERSITY & INCLUSION

St Vincent's Hospice recognises the positive value of diversity; promotes equality and challenges discrimination. We are committed to understanding, accepting, and valuing differences between people of different races, ethnicities, genders, ages, religions, disabilities, and sexual orientations, as well as differences in personalities, skill sets, experiences, and knowledge bases.

We welcome and encourage applications from people of all backgrounds. In particular, we encourage applications from disabled, Black, Asian, and Minority Ethnic, LGB, Trans, and non-binary candidates, as these groups are currently under-represented throughout the Hospice.

St Vincent's Hospice has made a positive commitment to employing disabled people and guarantees to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role description.

DISABILITY

Please give details of any reasonable adjustments (for example wheelchair access, disabled car parking, large print, braille etc.) which would need to be made in order for you to attend an interview.

Under the Guaranteed Interview Scheme, if you are disabled (as defined under the Equality Act 2010) and you meet the minimum criteria for the role, you will be selected for interview.

☐ I would like to be considered under the Guaranteed Interview Scheme.

Please note: this information will be used solely to support you during the assessment process and not to determine your suitability for the role.

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GDPR PRIVACY NOTICE

St Vincent's Hospice is the "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy statement.

Purpose of the Processing and the Legal Basis for the Processing: St Vincent's Hospice needs to collect and hold data about you in order to process your application and make a decision on your suitability. The GDPR laws place an obligation on us to explain why we collect your data, what we do with it, and how long we expect to retain it. We do not plan to transfer your data outside the EEA.

Recipient of the Personal Data: The information you provide will be kept securely. It will be processed internally within the Hospice in relation to your application and shared with panel members involved in the recruitment process.

Retention Period or Criteria Used to Determine the Retention Period: If your application is unsuccessful, the information you have provided will be destroyed after 6 months. If you are offered a role, a further GDPR consent form will be issued.

The Rights Available to Individuals in Respect of the Processing: A list of your rights under the GDPR can be accessed at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

The Right to Withdraw Consent: You have the right to withdraw your consent at any time.

AGREEMENT TO USE MY DATA

Agreement to use my Data I hereby freely give St Vincent's Hospice consent to use and process my data, including my personal details, employment history, education history, references and details of any convictions, cautions, reprimands or warnings relating to my application.

In giving my consent:

- I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).
- I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.
- I understand that I can request that data that is no longer required to be held can be removed from my file and destroyed.
- I understand that if my application is unsuccessful my data will be destroyed after 6 months.
- I understand that if I am dissatisfied with how the Hospice uses my data
- I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Signature:

Date:

GDPR PRIVACY NOTICE

Any offer will be made will be subject to an appropriate check via Disclosure Scotland. You are therefore asked to note the following paragraph carefully and provide any necessary information.

Please note that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (in Scotland, the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003) provides that individuals who have certain roles are obliged on request to disclose any spent convictions or cautions and that they may be refused or excluded from such roles, because of such a conviction or caution, or because of a failure to disclose such a conviction or caution. In these cases, we are able to ask applicants about both spent and unspent convictions or cautions and you would then be obliged to disclose them all.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

Please visit the following link for guidance when answering this question: http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en/pdf

YES/ NO

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with the current guidance?

Please visit the following link for guidance when answering this question: www.gov.uk/government/publications/dbs-filtering-guidance

YES/ NO

Have you ever been convicted of a criminal offence or received a police caution in the U.K. or any other country?

YES/ NO

Are you or have you been the subject of a fitness to practice proceedings by any licensing or regulatory body?

YES/ NO

If 'YES' to one or more of the previous 2 questions please give details on a separate sheet, and pass it to xxxxxxxxx, in a sealed envelope at interview stage.