**Trustee Application Form**

Thank you for your interest in becoming a trustee of Headway Luton and we hope you found our website informative as to the history, structure and objectives of Headway Luton.

Applications are welcome from anyone within the diverse communities of Luton and surrounding areas that can offer some experience or skills to help develop our services.

Please note that once elected by the membership as a trustee at our AGM you will, by default, become a company director as we are a registered charity and a registered company limited by guarantee and therefore we must comply with all Charity Commission and Companies House regulations regarding trustee/director recruitment. If you are unfamiliar with these please check out their websites.

Please complete the form and email to [enquiries@headwayluton.com](mailto:enquiries@headwayluton.com) or post, marked confidential, to the Chair c/o Headway Luton, 49-53 Alma St, Luton LU1 2PL

Full name:

Address:

Post Code:

E-mail:

Telephone:

Emergency contact:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal data protection:

Headway Luton fully complies with GDPR ensuring all personal data is held securely throughout the recruitment process and duration of being a trustee, followed by a further seven years afterwards for reference purposes. All unsuccessful applications are destroyed.

Please tell us how you found out about Headway Luton:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions using a separate sheet if necessary:

1. What motivated you to apply to become a Trustee?
2. What experience or skills could you bring to the Trustee Board of Headway?
3. Are there any areas of the organisation’s work in which you have a particular interest and/or in which you would like to become more involved?

In addition to a DBS check two references will also be required if you are invited to be a Trustee, one of which should be from someone you know in a professional capacity.

Please give the name and contact address (email or postal) of two referees below:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All applications will be carefully considered by the board of trustees and replied to, usually within one month of receipt, with an offer to attend an interview or reasons for not proceeding any further with the application.

Thank you for your application to become a trustee and to support our development.