A logo with blue and purple text

Description automatically generated

**Board Member   
Application Form**

* Application deadline – 5pm, Wednesday 17 January 2024

If you need any reasonable adjustments to the recruitment process because of your personal circumstances, or if you anticipate adjustments needing to be made to the role or to the working environment, QHA is committed to addressing these.

Date of issue of information pack: 14 November 2023

**Application form for QHA Board membership**

Instructions

1. Before completing this form, please read carefully the candidate information pack.
2. Please save pages 8 to 18of this pack as a new document before submitting them as your application.
3. We use a blind application process. This means that, prior to interview, the shortlisting panel will not see any of your personal data. We do this to help ensure that our Board recruitment process is as fair as possible. For the same reason, we use an application form rather than relying on CVs.
4. This form contains five mandatory sections. Please ensure that you complete each section in full and provide all requested information.
5. Section 6 provides us with equality and diversity data. Completion is optional, although we would appreciate your help by completing it. None of the information in this section will be seen by the panel, except in aggregate for monitoring purposes.
6. Please send this form as a Word document. Sections 1, 2 and 5 will be removed before short-listing and, as a result, any applications which are not editable will not be considered further.
7. Please adhere to the word count limits; content beyond this will be removed before short-listing.
8. Please provide contact details that you use and check regularly.
9. Please submit your completed application form by e-mail to [katy.taylor@queenshall.co.uk](about:blank).
10. You must ensure that it arrives by 5pm, Wednesday 17 January 2024.
11. Only applications which are submitted on this form or by video will be accepted.

**SECTION 1: PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please complete all fields** | | | |
| Title: | Surname: | | Forename: |
| Address: | | | |
| Phone: | | Email: | |

**SECTION 2: CAREER HISTORY**

Please use this section to provide a brief summary of paid employment or volunteer/non-executive roles that you have held. This section will not be seen by the Panel at the shortlisting stage.

|  |  |  |
| --- | --- | --- |
| **Dates from/to** | **Job Title and employer/organisation name** | **Key responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 3: COMPETENCIES**

This section asks you to provide examples which demonstrate the competencies and experience you have to serve as a member of the QHA Board.

Please complete each field in this section.

|  |
| --- |
| 1. **Please give an example which shows you have the skills and experience/potential to contribute to the development of QHA’s strategic direction, with particular reference to arts and culture**. *(Maximum 250 words)* |
|  |

|  |
| --- |
| 1. **Please give an example that demonstrates your understanding of equality and diversity issues**. *(Maximum 250 words)* |
|  |

|  |
| --- |
| 1. **Please provide an example that best demonstrates your ability to listen and communicate with a range of stakeholders.** *(Maximum 250 words)* |
|  |

|  |
| --- |
| 1. **Please give an example of how you have demonstrated your ability to work effectively as part of a team** and describe the value that you added to the team. *(Maximum 250 words)* |
|  |

**SECTION 4: EXPERIENCE/ATTRIBUTES**

|  |
| --- |
| **Please give details of any other recent relevant experience, interests or personal qualities that will help us assess your suitability for this role. Experience may be obtained, for example, through your employment, voluntary or charity work.**  **We are interested in hearing from applicants about the core skills, attributes and experience that they would bring that would help the resilient strengthening and further development of QHA. On this occasion we are particularly interested to hear about skills/experience related to financial, education and environmental expertise.**  *(Maximum 400 words).* |
|  |

**SECTION 5: DECLARATION**

By submitting this application, I certify and declare that:

1. all of the information in this application is honest and accurate, to the best of my knowledge and belief.
2. I do not know of any conflict or potential conflict of interest, which would prevent my appointment as a member of QHA’s Board.
3. I confirm that I am eligible for appointment as a charity trustee.
4. I am aware of the information set out in the candidate pack, in particular the interview dates.

**SECTION 6: EQUALITY AND DIVERSITY DATA**

QHA aims to treat all applications fairly and in accordance with the provisions of the Equality Act 2010.

Completing this form will help us build an accurate picture of the make-up of applicants for governance roles, in encouraging equality and diversity.

Filling in this form is voluntary; it does not form part of your application. If you wish to complete it, please do by circling the relevant answer. It will be removed before your application is considered by the panel.

**Gender** Man, Woman, Intersex, Non-binary, Prefer not to say

If you prefer to use your own term, please specify here ……………………

**Are you married or in a civil partnership?** Yes, No, Prefer not to say

**Age** 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please circle the appropriate answer.

**White**

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please specify here………………………………….

**Mixed/multiple ethnic groups**

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please specify here………………………

**Asian/Asian British**

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please specify here…………………………………

**Black/ African/ Caribbean/ Black British**

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please specify here……………………….

**Other ethnic group**

Arab Prefer not to say Any other ethnic group, please specify here……………………..

**Do you consider yourself to have a disability or health condition?**

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? …………………………………………………..

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please point this out when you submit your application.

**What is your sexual orientation?**

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here……………………………………………….….

**Please tell us about the occupation of your main household earner when you were aged 14.**

If this question does not apply to you (because, for example, you were in care at this time), you can indicate this below. Please tick one box to show which best describes the sort of work your primary household earner undertook at this time.

* **Modern professional and traditional professional occupations** such as teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer.
* **Senior, middle or junior managers or administrators** such as finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.
* **Clerical and intermediate occupations** such as secretary, personal assistant, call centre agent, clerical worker, nursery nurse.
* **Technical and craft occupations** such as motor mechanic, plumber, printer, electrician, gardener, train driver.
* **Routine, semi-routine manual and service occupations** such as postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.
* **Long-term unemployed** (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year).
* **Small business owners** who employed fewer than 20 people such as corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner.
* **Retired**
* **This question does not apply to me**
* **I don’t know**
* **I prefer not to say**