

TEMPLATE CHAIRPERSON APPLICATION FORM

Please take time to read the role descriptions, person specification and additional information provided.

Surname: _____

First Name: _____

Year of Birth: _____

Address: _____

Home Tel No: _____

Mobile Tel No: _____

Email address: _____

Please indicate which position(s) you are applying for and fill out the relevant sections of the application form (you may apply for more than one):

When completing the application form, if using a computer please use font size 12; if handwriting the application please use black ink and legible writing. Please note the word count for some questions and please keep within the word limit.

SECTION 1: BACKGROUND

1. Employment History

Please set out your employment experience over the past 10 years, giving details of dates, your employer and a brief outline of your role and responsibilities.

Note: If paid work experience is not relevant then please tell us about any volunteer roles.

2. Knowledge and experience of the voluntary, community and social enterprise sector

Please provide information with dates (maximum of 350 words) of any previous/current experience of involvement with voluntary, community and social enterprise organisations.

SECTION 2: DIRECTOR ROLE

Please provide information, giving clear examples, how you consider your knowledge and experience would contribute to meeting each of the following requirements relevant to the role of a Chairperson with XXXX Organisation.

1. Good leadership skills (maximum of 350 words)

2. Good communication and interpersonal skills (maximum of 350 words)

3. Understanding of the roles/responsibilities of a Trustee Board (maximum of 350 words)

4. Experience of organisational and people management (maximum of 350 words)

Please note if you are selected for interview you will be asked to provide two referees who can comment on your suitability with regard to the role you are applying for.

I confirm that the information contained in this application is correct.

Signature: _____ **Date:** _____

Once completed please return this form to: XXXXX

Completed Application Forms must be received by XXXX