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**APPLICATION FORM**

**Chairperson
Board of Trustees**

Candidates are asked to complete the questionnaire below and return the document to Liz Stewart, National Organiser, **liz@scotlandsgardens.org**by 5pm, Friday 30th July 2021.

 Thereafter you will be contacted concerning further arrangements for the selection and interview process.

Candidates should use their responses to demonstrate their suitability for the role of Chair and Trusteeship, as referred to in the Role Description.

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Surname: | Forename: | Title: |
|  |  |  |
| Correspondence address: |
|  |
| Phone no: | Correspondence E-mail address:  |
|  |  |
| Present or most recent occupation/appointment, including both professional and voluntary roles: |
|  |

**Education & Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| From – to: | Further education (College, University): | Qualifications gained: |
|  |  |  |
| Professional qualifications and membership of professional bodies: |
|  |

**Short summary of career including relevant voluntary roles
(please do not send a CV or covering letter)**

|  |  |  |
| --- | --- | --- |
| From – to: | Name, address and nature of business: | Position and responsibilities: |
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**Personal Statement**

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| --- |
| After reviewing the online application pack, please outline how you meet the requirements to be the Chair of Scotland’s Garden Scheme, which are set out in the job description. (No more than 300 words, please): |
|  |

**Summary Statement**

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| --- |
| Please tell us why you wish to be Chair of Scotland’s Gardens Scheme and what qualities you will bring to the role (no more than 300 words please) |
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**Candidate Declaration**

By applying for the role of Chair of Scotland’s Garden Scheme, I confirm that I am eligible to act as a charity trustee and that I have sufficient time to discharge the duties of the role.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

**PART 5 – References**

Please supply details of two independent referees (must not be related to applicant)

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Email** |  |
| **Tel** |  |
| **Relationship to applicant** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Email** |  |
| **Tel** |  |
| **Relationship to applicant** |  |

**Data Protection Act 1998**

Information provided by you on this application form will be processed for use during the recruitment process.  Once the recruitment process is complete, the data will be retained for a short period of time before then being destroyed.  If you are the successful candidate, relevant information from this form will be used as part of your personnel record. We will also publish general information about your background on our website.