BOARD OF TRUSTEES

EXPRESSION OF INTEREST / NOMINATION FORM

|  |  |
| --- | --- |
| Name |  |
| Organisation (if appropriate) |  |
| Address |  |
| Tel No: | Email Address: |

**Role**

* Commitment to quarterly meetings – 4 Board meetings per year, each lasting approximately 1.5 hours
* Availability for other occasional meetings e.g. Strategic Planning, interviewing, Sub Committees, Governance Training
* Skills, knowledge and/or experience in at least one of the following:-
  + Finance
  + Human Resources
  + Strategic Planning
  + Legal
  + Parenting Focus operations especially in the area of User Representation, Parenting and/or Family Support, Research or Training

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| --- | --- |
| **General – Please outline briefly why you are interested in the role of Board member for Parenting Focus** |  |
| **Career / Voluntary work**  **Please give a brief outline of your career history and/ or voluntary experience** |  |
| **Please explain the previous relevant experience you could bring to the role of Board member in Parenting Focus**   * Give details of any Boards, Forums or Groups of which you have been or are currently a member |  |
| **Please outline any additional relevant Skills and knowledge** |  |

**Please supply the names of two people whom we can contact for a reference**

|  |  |  |
| --- | --- | --- |
| Name | Address | Tel No |
|  |  |  |
|  |  |  |

Please tick this box to certify that all particulars are true and correct, and that you understand that becoming a member of the Board of Trustees with PARENTING FOCUS is subject to receipt of satisfactory references and Access NI check.

The Access NI Code of Practice is available on the NI Direct website – <https://www.nidirect.gov.uk/publications/accessni-code-practice>. Parenting Focus’s policy on the processing and secure handling of AccessNI Disclosure Certificates is available on request.

*Please return to –Sharon McWhirter, email* [*sharon@parentingfocus.org*](mailto:sharon@parentingfocus.org) *by 4pm on Friday 26th July 2024*

**CONFIDENTIAL**

**Criminal Record Declaration**

**(Exempt Positions)**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process. Any information given will be treated in the strictest confidence.

**Policy statement on recruiting applicants with criminal records**

Parenting Focus complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant’s suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

The post you have applied for is exempt from the Rehabilitation of Offenders (NI) Order 1978 under the Rehabilitation of Offenders (Exceptions) (NI) Order 1979 (as amended in 2014). You are therefore required to declare any convictions, cautions, reprimands and final warnings including spent convictions. Parenting Focus’s Policy on the Recruitment of Ex Offenders is available on request.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH PARENTING FOCUS. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.**

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings could result in disciplinary proceedings or dismissal.

**Criminal record declaration**

Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders (Exceptions) (NI) Order 1979 (as amended in 2014)?

* Yes
* No

If yes, please state below the nature and date(s) of the offence(s).

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|  |

I declare that the information provided on this form is correct and that I am not barred from regulated activity. (It is a criminal offence for a barred person to seek or undertake work from which they are barred.) I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Parenting Focus.

Print …………………………………………………………….

Date ………………………