**APPLICATION FORM: DIRECTOR**

**Please note:**  
This recruitment process is open until the desired number of Directors have been appointed. Applications will be considered on a rolling basis.

All information given in this form will be treated in the strictest confidence and processed only for the purposes of this recruitment process, in line with [VAO’s privacy policy](https://www.vaorkney.org.uk/privacy).

Please complete in BLOCK CAPITALS where requested.

1. **PERSONAL DETAILS**

**First Name:**

**Surname:**

**Address:**

**Telephone / Mobile:**

**Email:**

1. **DISABILITY AND ACCESSIBILITY REQUIREMENTS**

VAO is committed to making our recruitment process and workplace accessible for everyone.

* 1. Do you have a disability or long-term health condition?

Yes    No   Prefer not to say

* 1. Do you have any accessibility requirements for the recruitment process or for carrying out the role?

Yes   No   Prefer not to say

* 1. If yes, please provide details so that we can make any necessary adjustments:

*(The information provided here will be treated in strict confidence and used only to ensure that appropriate arrangements can be made to support you.)*

1. **PRESENT OR MOST RECENT EMPLOYMENT / VOLUNTEERING**
   1. Current Position:
   2. Organisation:
   3. What other commitments do you currently have:
2. **EXPERIENCE, KNOWLEDGE AND SKILLS**
   1. Please tick the areas of expertise/contribution you feel you can make to further the mission of Voluntary Action Orkney:

|  |  |
| --- | --- |
| **Knowledge / Skill** | **Tick where relevant** |
| Business development |  |
| Communications |  |
| Consultancy |  |
| Customer / Membership Care |  |
| Equal opportunities |  |
| Financial, especially charity accounting |  |
| Fundraising (all sources) |  |
| Charity Governance |  |
| History of Sector: non-governmental organisation/wider |  |
| Human Resources |  |
| Information Technology |  |
| Legal (charity, company, employment, Health and Safety) |  |
| Management including leadership, business, rules of engagement, encouraging democracy, volunteering |  |
| Marketing (including events) |  |
| Media/PR |  |
| Networks/Alliances/Partnerships |  |
| Organisational development, including change management |  |
| Performance Monitoring and evaluation |  |
| Policy Implementation |  |
| Political and parliamentary |  |
| Property |  |
| Research |  |
| Risk Identification and management |  |
| Stakeholder engagement and building partnerships |  |
| Strategic planning, strategic frameworks, systems |  |
| Training provision |  |
| Volunteer support / management |  |
| Community Groups (support, engagement, development) |  |

* 1. Please detail here any other additional skills / expertise you can contribute:
  2. From the list of skills, knowledge and experience you selected above, can you tell us more about these:

1. **BOARDS AND COMMITTEES**
   1. Please list below any boards or committees you serve on or have served on:

Organisation:

Role/Title: Date of Service:

Organisation:

Role/Title: Date of Service:

Organisation:

Role/Title: Date of Service:

Organisation:

Role/Title: Date of Service:

1. **ABOUT YOU**
   1. Why are you interested in serving as a Director for Voluntary Action Orkney?
   2. How will Voluntary Action Orkney benefit from your involvement on the Board?
   3. Please share any other information you feel important for consideration of your application to serve as a Director for Voluntary Action Orkney:
2. **AGREEMENT**

By signing below, you agree that the information you have provided is true and correct.

Full Name:

Signed:

Date:

Please return your completed Application Form and Equal Opportunities Monitoring Form marked as confidential by email to: [hr@vaorkney.org.uk](mailto:hr@vaorkney.org.uk) or by post to:

Morven Brooks

Chief Executive Officer

Voluntary Action Orkney

Anchor Buildings

6 Bridge Street

Kirkwall

KW15 1HR