Totally Stockport BID Company

Board Recruitment Pack

Application Form

Board Application Form

Thank you for expressing an interest in joining Stockport Town Centre Business Improvement District (BID) Ltd t/a Totally Stockport BID Company as a member of our Board. Please complete this application and submit to us by the required deadline.

Totally Stockport BID Company is committed to equal opportunities and to ensure that individuals are selected and treated based on their individual merits and abilities, it would assist us if you would provide the information requested in **Part One** and **Part Two.**

PART ONE:

Part One must be completed to allow the processing of the application. The information will **only** be referred to for contact and statistical monitoring purposes and will be kept separately from the application form. The form will **not** be shown to the Recruitment Panel and will be destroyed immediately once the recruitment process is complete if you are unsuccessful.

Do you meet the eligibility requirements of the Companies Act 2006[1]?
☐ Yes ☐ No

Are you employed in any capacity by Totally Stockport BID Company?
☐ Yes ☐ No

Title:	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Dr ☐ Sir ☐ Lady ☐ Rev. ☐ Other:
Full Name (as per your birth certificate / passport):	
Residential Address:	
Best Contact Number:	
Email Address:	
Date of Birth:	
Which gender do you identify as:	☐ Male ☐ Female ☐ Transgender ☐ Non-Binary

[1] You must be a person, aged 16 or over, not subject to an undischarged bankruptcy and have no conflicting financial interests. You must not have been disqualified from being a company Director.

How would you describe your ethnicity:	
Nationality:	

Disability:
Disability is defined as "any physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities". Do you consider that you have a medical condition or a disability? ☐ Yes ☐ No **Please note:** A disability or health problem does **not** preclude full consideration for the job, and applications from people with disabilities are encouraged.
Please describe any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application
Please describe any reasonable adjustments that you feel should be made to the role itself which would enable you to act as a Director:

Previous Convictions:
If your application is in respect of a position, which involves the supervision of, or is otherwise connected with occupations that are exempt from the Rehabilitation of Offenders Act 1974 (amended) you are required to declare any convictions for criminal offences. You may provide details here or submit them on a separate sheet in a sealed envelope, marked "Confidential". Have you been convicted of a criminal offence (other than "spent" convictions) under the Rehabilitation of Offenders Act 1974 (amended)? ☐ Yes ☐ No **Please note:** Disclosure of convictions may not necessarily be a bar to a successful application.
Please give details of criminal convictions:

Data Protection

If you submit an application for a Board role with Totally Stockport BID Company, we will record and use the information which you provide for the purpose of dealing with your application and the information will not be kept any longer than is necessary for that purpose. Personal data provided in Part One of the form will be recorded and used for the purpose of monitoring Totally Stockport BID Company Equal Opportunities Policy and for statistical purposes. By submitting an application, you are consenting to the recording and use of the information that you supply. Totally Stockport BID Company does not keep information from applicants on file for the purpose of sending details of future job opportunities.

Signature: **Date:**

PART TWO:

The information in **Part Two** is the only information we will use in deciding whether or not you will be offered an interview. We will not be able to take into account any previous applications or prior knowledge of you. We ask you not to put your name on any of the sections in **Part Two**.

EMPLOYMENT AND EXPERIENCE
Please give details of employment and experiences relevant to the role. Please list the most recent first.

SKILLS AND EXPERIENCE
The criteria in the person specification(s) form a checklist, which will be used to shortlist applicants for interview. Please do not send us a CV, as this will not be accepted. **Note**: Before completing this section, please read the role description and person specification carefully. Use each criterion as a heading and demonstrate how you meet the requirement by giving relevant details of your skills, experience and knowledge gained in employment, voluntary work or elsewhere.

SUPPORTING INFORMATION
What skills and attributes do you believe you would add to the Totally Stockport BID Company Board?
Please list all Committees or Governing Bodies on which you have served (or are serving on) or any other voluntary commitments. Please indicate your position and describe what duties or responsibilities are/were involved.

REFERENCES		
Note: Please give details of people who can provide references. Your references must cover the immediate 3 years. The referees will be approached if you are offered an interview		
Name:		
Address:		
Tel No:		
Email:		
Occupation:		
Relationship to you:		

Joining Totally Stockport BID Company's Board is a significant commitment. As well as attending meetings and reading papers in preparation, Directors are involved in Working Groups and expected to support the aims of the BID etc. through networking and attending occasional meetings. Are you able to commit a minimum of 40 hours per year to supporting the work of Totally Stockport BID Company?

☐ Yes ☐ No

Office Use Only

Action	Date
Application form received by Totally Stockport BID Company Office	
Applicant considered for shortlist	
Applicant Interviewed	
Applicant nominated to Board	
Action taken by the Board:	