

HOMES FOR LIFE (HfL) HOUSING PARTNERSHIP LIMITED

Application Form for Prospective Co-opted Directors

Thank you for your interest. **Please complete, sign and return this form, to the address shown at the end.** It can be submitted by email. However, if successfully you will be asked to sign a printed copy for our records. All applications will be considered to achieve the appointment which is in the best interests of the Company. The decision of the Board will be final. Co-optees need not be members of HfL but are subject to the roles and duties of Board members issues except those affecting our Articles (Rules), election of Officer Bearers or membership. We are unable to have more than one third of members on the Board. The appointments are for approximately 3 years subject to annual re-election. **If you require further clarification/information, or would like an informal discussion/meeting with our Housing Advisor before applying, please feel free to contact the office in the first instance.**

1	PERSONAL DETAILS (Please note - if your application is successful we will require additional information for Companies House and funders - including Date of Birth, Nationality, Occupation and previous home address and moving dates etc.)
	Name
	Home Address
	Phone Number(s)
	Email Address
2	INFORMATION IN SUPPORT OF MY APPLICATION Please outline below (If completing as an electronic document the boxes should expand to accommodate text. If completing as hard copy just insert additional sheets):
2.1	Your reasons for wanting to join Homes for Life's Board, and the contribution you feel you could make.
2.2	Your relevant skills and experience
2.3	Any other relevant information
3	DECLARATION it is necessary to ensure prospective directors and the Company comply with relevant statutory, regulatory and good practice eligibility criteria.

I confirm that I have read, understand and agree with all of the undernoted criteria or have highlighted those which I cannot agree and have provided relevant information where applicable.	
	I have no conflict of interest with any of the company's directors, staff, tenants, consultants, contractors, or other suppliers. (A conflict of interest, actual or potential, exists where a director or employee has a personal or pecuniary interest, which could influence the objective exercise of their duties, or which could appear to others to do so to. Such interest could be direct or indirect – including close relatives, relationships, friends or membership).
4	SIGNATURE In signing this form I confirm that the information given above is correct and that I have not withheld information which could have been relevant to consideration of this application.
Signature	
Date	

Return to: Homes for Life Housing Partnership, Tolbooth Gate, 57 Market Street, Haddington, East Lothian, EH41 3JG. Telephone: 01620 829300. Fax: 01620 829993. Email: info@homesforlife.co.uk

Declaration on Eligibility for the governing Board

Please tick any of the following statements that apply to you. If none apply, tick the statement at the bottom of the page.

<p><input type="checkbox"/> Employee of the Company, or a Close Relative of an employee</p> <p>A person will not be eligible to be a Board member and cannot be appointed or elected as such if:</p> <p><input type="checkbox"/> he/she has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or</p> <p><input type="checkbox"/> he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or</p> <p><input type="checkbox"/> he/she is a party to any legal proceedings in any Court of Law by or against the Company; or</p> <p><input type="checkbox"/> he/she is or will be unable to attend the Board Meetings for a period of 12 months; or</p> <p><input type="checkbox"/> he/she has been removed from the Committee/Board of another registered social landlord within the previous five years; or</p> <p><input type="checkbox"/> he/she has resigned from the Board in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special Board meeting convened to consider a resolution for his/her removal from the Board or</p> <p><input type="checkbox"/> he/she has been removed from the Board within the previous five years; or</p> <p><input type="checkbox"/> he/she has been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or by the Court of Session on application by the Office of the Scottish Charity Regulator under the provisions of the Charities and Trustee Investment (Scotland) Act 2005; or</p> <p><input type="checkbox"/> he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on</p>

the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or

- a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or
- at an annual general meeting, he/she has served as a Board Member for a continuous period in excess of nine years and the Board has not resolved to permit him/her to stand again or otherwise be nominated for re-election.

(tick here) IF NONE OF THE STATEMENTS ABOVE APPLY TO ME

Statement of Trustee Duties (extract from OSCR “Guidance for charity trustees”)

Section 66 of the Charities and Trustee Investment (Scotland) Act 2005 sets out the general duties of charity trustees. Trustees must:

- Act in the interests of the charity, putting its interests before their own interests or those of any other person or organisation
- Seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes
- Act with the care and diligence that is reasonable to expect of a person who is managing the affairs of another person
- Ensure that the charity complies with the provisions of the Act.