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**Application Form**

**Management Committee – CONFIDENTIAL**

This form should be completed by people who wish to be considered for co-option to the Management Committee. When completing the form, please refer to the Application Pack which contains a description of the responsibilities that apply to Committee Members.

Please use as much space as you wish.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Email address |  |
| Telephone Number |  |
| Are you a member of West Whitlawburn Housing Co-operative? |  |
| Are you related to a Management Committee member or staff member? (if yes, please give details) |  |
| Are you employed?  (if yes, please describe the work you do and who you work for)  If you are retired or unemployed, please provide details of your previous occupation and most recent employer. |  |
| Please detail any positions of public responsibility you have, e.g., local councillor, community councillor, NHS Board Member, involvement in local or national forums, tenant/resident representative, etc. |  |
| Please tell us why you are interested in joining West Whitlawburn’s Management Committee. |  |
| Please tell us how your experience would help you carry out the duties required. (detailed in the application pack) |  |

**Eligibility Criteria**

This section of the form explains the circumstances that would prevent an individual from becoming a Management Committee Member. Please read this carefully. If any of these circumstances apply to you, you will not be eligible to join West Whitlawburn Housing Co-operative’s Committee.

|  |  |
| --- | --- |
|  | **Please delete** |
| Are you an employee or close relative of an employee of the Co-operative? (Rule 34.4) | **Yes / No** |
| Rule 40 |  |
| Have you been adjudged an undischarged bankrupt, been granted a trust deed which has not been discharged or in a current Debt Payment Plan under the Debt Arrangement Scheme; | **Yes / No** |
| Have you 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? | **Yes / No** |
| Are you a party to any legal proceedings in any Court of Law by or against the Co-operative? | **Yes / No** |
| Will you be unable to attend the Committee Meetings for a period of 12 months? | **Yes / No** |
| Have you been removed from the Committee of another registered social landlord within the previous five years? | **Yes / No** |
| Have you resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of you received a notice of a special committee meeting convened to consider a resolution for your removal from the Committee in terms of Rule 41.5? | **Yes / No** |
| Have you been removed from the Committee in terms of Rules 41.4 or 41.5 within the previous five years? | **Yes / No** |
| Have you been removed, disqualified 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 the Charities and Trustee Investment (Scotland) Act 2005? | **Yes / No** |
| Have you 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 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? | **Yes / No** |
| Has a disqualification order or disqualification undertaking been made against you 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)? | **Yes / No** |
| Have your nomination for election to the Committee has been rejected in accordance with Rule 37.3 during the period between the return of the completed nomination form and the commencement of the relevant Annual General Meeting? | **Yes / No** |

**References**

|  |  |
| --- | --- |
| Please provide details of 2 people who would be happy to recommend you to the position of Committee member | |
| Name: | Name: |
| Address: | Address: |
| Contact number: | Contact number: |
| Email address: | Email address: |
| Relationship to you: | Relationship to you: |

If selected for interview, do you require any assistance to attend and participate in the interview? **Yes/No**.

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| If ‘yes’ please provide details: |

Committee Members must be committed to serving the best interests of the Co-operative and its tenants and to supporting the decisions of the Committee. Those applying to join the Management Committee must not be motivated by alternative or personal agendas. Those elected to the Committee are required to sign and uphold the Code of Conduct for Committee Members.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that:

* I meet the eligibility conditions for being a Management Committee Member as set out in the Co-operative’s Rules;
* I am willing to serve as a Committee Member;
* I wish to serve the best interests of the Co-operative and that I am not motivated by an alternative personal agenda;
* The answers I have given to the questions on this form are true and accurate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed form to our offices at:

The Director

West Whitlawburn Housing Co-operative

57 Belmont Road

Cambuslang

G72 8PG

Or by email to recruitment@wwhc.org.uk

**Closing Date Monday 22nd July 2024**