

## SCA Director Application Form 2017

### PERSONAL DETAILS

Full Name:	
Address:	
Post Code:	
Telephone Mobile: Other:	
Email Address:	

### Data Protection Statement

The information that you provide on this form and obtained from other relevant sources will be used to process your application for becoming a Director of the Scottish Canoe Association. The personal information that you give us will be used in a confidential manner to help us monitor our recruitment process. The process may, for certain Director roles, involve an election by members of the Association and the information given in your Personal Statement will be made available to the membership. For appointed roles, information may also be made available to members in order to publicise new appointments and the background and skills that candidates bring to the Board and the association.

In addition, as part of the application process, you are required to complete a Declaration of Interests form which is contained in the last section of this application form.

If you succeed in your application and become a Director of the Scottish Canoe Association the information will be used in the administration of your role with us. We may also refer to this information if there is a complaint or challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

### Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal. I agree to the information given in my personal statement being distributed to the membership as part of the selection and communication process. I am at least eighteen years of age.

Signature:

Date:

The deadline for returning this completed form is: **noon Thursday 18<sup>th</sup> May 2017**

The form should be returned to the Margaret Winter at the SCA Office: [margaret.winter@canoescotland.org](mailto:margaret.winter@canoescotland.org).

Please mark Private & Confidential

**MOTIVATION AND AMBITION**

Please provide a personal statement (max 500 words) setting out:

- Why you would like to take on this role
- How your experience, knowledge and personal skills will enable you to add value to the SCA Board and the wider organisation
- How you would want your success in the role to be measured

This statement will be used as part of the candidate selection procedure. It may also be made available to SCA members.

**QUALIFICATIONS**

Please provide details of relevant qualifications you hold

**PROFESSIONAL DEVELOPMENT**

Please provide details of relevant courses you have completed

**COMPETENCIES**

Please provide details of other relevant experience, knowledge, skills and personal qualities that support your application

--

**REFEREES (Please indicate two people who can provide references)**

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel. No.</b>	<b>Tel. No.</b>
<b>Email:</b>	<b>Email:</b>
<b>Occupation:</b>	<b>Occupation:</b>
I give <input type="checkbox"/> / do not give <input type="checkbox"/> permission to take up my references at this time. <b>(Please indicate clearly as appropriate)</b>	I give <input type="checkbox"/> / do not give <input type="checkbox"/> permission to take up my references at this time. <b>(Delete indicate clearly as appropriate)</b>

**GENERAL**

Are there any adjustments that may be required to be made should you be invited for an interview? YES <input type="checkbox"/> / NO <input type="checkbox"/> If Yes please state:
Are you aware of any medical condition that could affect your performance in the role? YES <input type="checkbox"/> / NO <input type="checkbox"/> If Yes please provide brief details
Are there any restrictions which might affect you becoming a Director of a company in the UK? YES <input type="checkbox"/> / NO <input type="checkbox"/> If Yes please provide brief details
How did you learn of this opportunity?

## Declaration and Register of Interests

In accordance with the SCA Conflicts of Interest Policy, all Directors, Stream members, Committee members, Working Group members, staff and contractors should complete a declaration of interests form prior to appointment. Please complete the table below: The form has been designed to allow it to be completed and sent back electronically.

Full Name  Position applied for   
 Date completed

	<i>Please list interests which could be regarded as "relevant and material" under the following categories</i>
1	Directorships, including non-executive directorships held in private companies or public limited companies:
2	Ownership or part-ownership of private companies, businesses or consultancies or membership of a local authority or public body possibly seeking business with the SCA or exerting influence over the SCA's activities:
3	Positions of trust in a charity or voluntary organisation in the fields of provision of services for paddling, sport, recreation, education and leisure development.
4	Any connection with a voluntary, public body or other organisation likely to contract for the SCA's services, or likely to exert influence over the SCA's activities:
5	Membership of Canoe Clubs, SCA Committees and other paddling organisations:
6	Any other relevant information:

Signed: