



VOLUNTEER FORM:TREASURER

Personal Details (Please type or use BLOCK CAPITALS - thank you.)

Title	
First name	
Surname	
Address	
Postcode	
Home telephone number	
Mobile telephone number	
Email address	
Are you over 21?	

About You

Please tell us about your experience regarding the skills and knowledge required for this role. (Please see the Role Description to help with this.)

Why would you like to volunteer for Retreat House Chester?

Please tell us about anything you would need from Retreat House Chester to support you in carrying out this role. (This role is home-based.)

Retreat House Chester Ethos

Retreat House Chester brings the benefits of retreat to the city, resourcing people for daily living **within** daily living. Rooted gently and deeply in Christian spiritual tradition, we seek to be relevant to all and work across the community. Our framework is in line with that of Churches Together.

Please indicate your willingness to work within our ethos by ticking here.

What this role requires

DBS

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Retreat House Chester undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against anyone on the basis of conviction or other information revealed. If you are invited to an informal interview, you will be encouraged to provide details of any criminal record by sending a separate confidential letter to the Chair of Trustees, and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process. For this role, we will only ask about "unsent" convictions as defined in the Rehabilitation of Offenders Act 1974. This role will require a satisfactory standard DBS check, which Retreat House Chester will only undertake once a conditional offer of the post has been made.

HMRC

HMRC requires us to undertake a 'Fit and Proper Person' Test for this role, by which you declare your eligibility for the role of treasurer. A copy of the declaration is included here for your information, but you will not be required to make the declaration unless offered the post.

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance
- I have not been involved in designing and /or promoting tax avoidance schemes
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharged
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I have not been disqualified from serving as a Company Director
- I will at all times seek to ensure the charity's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes

References

In line with good practice, Retreat House Chester seeks references for its volunteers. Please give details of two people (not relatives) who know you well and whom we could approach for a reference/letter of support. At least one of these must know you in a financial role. Please let them know you are submitting their details.

	first contact person	second contact person
Name		
Address		
Email address		
Phone number		
Their relationship to you		
Occupation		

Anything else?

If there is anything else which may be relevant and you would like us to know, please add it here.

Authorisation

I give my permission for my details to be stored on paper and electronically, for the purpose of managing the work of Retreat House Chester and to contact me on volunteer business. Retreat House Chester will not share my personal details unless required by law. I may at any time request that my information be removed.

Please sign to indicate your consent (or type if emailing)	
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What now?

Thank you very much for completing this form.

Please post it to:

Retreat House Chester, 9 Abbey Square, Chester CH1 2HU

If you have a query, please email admin@retreathousechester.co.uk or call 07514 357427

We will contact you in response to your application. Volunteers are a highly-valued part of our work and can expect helpful induction and regular support.

Note: If you do not hear from us, please do check your email spam box. You may like to add our email address (admin@retreathousechester.co.uk) to your known contacts to help prevent our emails going to spam. Thank you.