



## BOARD, COMMITTEE AND SHAREHOLDING MEMBER APPLICATION FORM

The information you provide in this form is confidential and will be used only in connection with your application for membership and to satisfy Magna's legal and regulatory requirements.

The Company Directors Disqualifications Act 1986 s11(1) states, a person banned from holding a directorship must not serve in that capacity of a UK company until the time for which they are disqualified has lapsed or they have obtained special permission from the court. It is also an offence for a person to act as a director of a company or directly or indirectly to take part in or be concerned in the promotion, formation or management of a company, without leave of the court at a time when a bankruptcy restriction order is in force. This also applies to membership of a Limited Liability Partnership.

Please declare if:

a) you are a Disqualified Director  No  Yes

b) you have a Bankruptcy restriction in force  No  Yes

If you answered 'Yes' to question a) or b) your application will not be considered until the restrictions have been lifted or you have obtained special permission from the court.

**For which Magna Board or Committee are you seeking Membership:**

**If you are applying for Shareholding Membership, for which Magna company are you seeking admission as a Shareholder:**

**Your full name and title:**

**Contact details**

Address:

Telephone

Home:

Mobile:

Business:

Email:

Please only answer this question if you are applying for Board Membership. The information is required by the Financial Services Authority.

Year of Birth:

**Current employment or, if retired, former employment**

Job title:

Employer:

Professional qualifications:

Are you a member of any professional or trade association:

Date retired, if applicable:

## Experience

**Please indicate what experience you can offer in respect of the key accountabilities required for Board and Committee Members, as set out in the Role Description:**

- |  |   |
|--|---|
| <input type="checkbox"/> knowledge/experience of the social housing sector;  | <input type="checkbox"/> banking;                   |
| <input type="checkbox"/> knowledge/experience of one of the areas of Magna's business activity; and/or   | <input type="checkbox"/> information technology;    |
| <input type="checkbox"/> experience as a customer/service user of Magna;   | <input type="checkbox"/> business continuity;       |
| <input type="checkbox"/> financial management and accountancy;   | <input type="checkbox"/> legal;                     |
| <input type="checkbox"/> media, public relations and marketing;  | <input type="checkbox"/> residents' issues;         |
| <input type="checkbox"/> human resources, training and development;  | <input type="checkbox"/> community development; and |
| <input type="checkbox"/> construction industry including related professional services e.g. housing management, building maintenance, surveying, architecture or property development; | <input type="checkbox"/> equality and diversity.    |

**Looking at the list above, what area of experience do you think you need to improve most:**

## Skills, abilities and personal qualities

**What skills, abilities and personal qualities do you consider you can offer, which may be relevant for a Board or Committee Member:**

- |  |   |
|--|---|
| <input type="checkbox"/> leadership and business acumen skills;  | <input type="checkbox"/> time to prepare for, and willingness to contribute at meetings;  |
| <input type="checkbox"/> the capacity to participate effectively in meetings;  | <input type="checkbox"/> an understanding of social housing issues; and   |
| <input type="checkbox"/> an awareness of your impact on other members;   | <input type="checkbox"/> the ability to take decisions or to delegate authority, when appropriate, and to monitor decisions taken under that delegated authority. |
| <input type="checkbox"/> an understanding of the importance of probity, independence and integrity within public service and a desire to direct the Association accordingly; |   |
| <input type="checkbox"/> the ability to work as part of a team and commit collective responsibility;   |   |
| <input type="checkbox"/> oral and literacy skills to understand verbal and written presentations and respond at a level appropriate to the people involved;                  |   |

**Looking at the list of skills, abilities and personal qualities above, what do you think you need to improve most:**

## Declarations

Please list other Director positions you hold, including as a non-executive Director, and Shareholding Membership of other organisations:

Please list positions which you hold with other organisations, whether voluntary or otherwise, but excluding your main employment e.g. local councillor:

Are you a Magna Housing Group tenant?  No  Yes

Are you a Magna Housing Group Leaseholder?  No  Yes

Do you have a Magna Housing Group Shared Ownership property  No  Yes

If 'Yes', of which Association  Magna Housing Association Limited

Magna West Somerset Housing Association Limited

### Declaration regarding Schedule 1 of the Housing Act 1996

You are required to declare any matter of a personal interest which could conflict with the interests of Magna Housing Group or its subsidiary, associated or member companies.

Are you involved with any business or organisation over which you have any directorship, managerial or proprietary control, with which Magna Housing Group does business or to which Magna Housing Group makes payments or which makes payments to Magna Housing Group? To your knowledge does Magna Housing Group make payments to, or do business with, any of your relatives or a business organisation in which any of your relatives are involved in a directorship, managerial or proprietorial role?

No  Yes

If Yes, provide details:

## Equality and Diversity

Magna Housing Group seeks to ensure that it does not discriminate against, or in favour, of any person on the grounds of their race or ethnic origin, disability, marital status, gender, sexual orientation, religion or belief, or age.

To ensure that its Equality and Diversity Policy is working and monitored effectively and does not discriminate, the Group considers it essential to keep up to date information.

The information you give will be treated as strictly confidential and will be used for statistical purposes only. You do not have to answer any questions if you would prefer not to.

**1. Gender:** Are you Male  Female

**2. Age:** Are you 20 or under  21 - 40  41 - 60  Over 60

**3. Disability:** Disability is defined as a physical or mental impairment, which has a substantial and long term adverse effect on one's ability to carry out normal day to day activities. Being diagnosed with some conditions is also classed as a disability e.g. cancer, diabetes, HIV. Do you have a disability?

I consider myself to have a disability

I do not consider myself to have a disability

If you consider yourself to have a disability, you may wish to indicate its nature by  /  the box which best describes your disability:

Hearing impairment

Visual impairment

Physical mobility

Speech impairment

Respiratory

Psychological health

Non visible e.g. epilepsy, diabetes

Other

If you answered 'Other' please specify below:

We would like to make the relevant adjustments for you. This could include physical changes to equipment. If you have a disability, please tell us what we could do to help you.

**4. Religion or Belief:** Please  /  the box which best describes your religious belief.

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other

Prefer not to say

No religion

**5. Ethnic Origin:** Please  /  the box which best describes your ethnic origin. Ethnic origin is usually determined by reference to the country which your parents or forebears originated in, or recently came from.

- White: British     White: Irish     White: other     Mixed: white and black Caribbean
- Mixed: white and black African     Mixed: white and Asian     Mixed: Other
- Asian/Asian British: Indian     Asian/Asian British: Pakistani
- Asian/Asian British: Bangladeshi     Asian/Asian British: Other
- Black/Black British: Caribbean     Black/Black British: African
- Black/Black British: Other     Chinese     Other

If you have answered 'Other' please specify below:

**6. Sexual Orientation:** Are you

Heterosexual

Gay Man

Lesbian

Bi-sexual

**7. Transgender:** Transgender is defined as an individual who lives, or wants to live, full time in the gender opposite to that which they were assigned at birth.

If applicable, please indicate by  /  the gender you want to live in.

Male

Female

**Do you have any comments or suggestions on how we can improve Equality & Diversity within Magna?** Magna would welcome any specific examples of where we could make improvements, or where you have experienced difficulties. Examples, such as improving access for people with disabilities, or setting up focus groups to represent people with disabilities or those from different ethnic groups or any other minority group. Please also tell us if you can offer any help with equality and diversity such as speaking a language other than English, communicating with those with hearing or sight impairments of any other assistance you can give.

If you have experienced or witnessed any form of discrimination, you may include details on this form. Alternatively, please contact the Company Secretary on 01305 216055.

**Data Protection Act 1998**

Magna Housing Group Limited and its subsidiary and associated companies (Magna) will process personal information about you and members of your household, in ways that comply with the Data Protection Act 1998 (DPA).

Your personal information may include: any information that we hold now or in the future, including information from application forms; any sensitive personal data such as health and medical information; any information relating to your dealings with us.

We will process personal data to help us provide our services, primarily as a landlord, developer or employer, for account and general management, debt collection and enforcement, fraud prevention and detection and for statistical and analytical purposes.

We may disclose data to other bodies associated with our business for any of the above purposes. We will not use your data for marketing purposes. We may contact you by letter, telephone or electronic methods.

By signing this form, or returning the completed form by electronic means, you agree to Magna processing personal data about you in the ways described above, which may include sensitive personal data.

The DPA gives you the right of access to your personal data. If you wish to exercise this right, please write to the Solicitor, Magna Housing Group Limited, Hollands House, Poundbury Road, Dorchester, Dorset DT1 1SW. We may charge a standard fee, currently £10, for providing this information.

**Signature:** .....

**Date:**

**If you are applying for admission as a Shareholding Member**

Please attach a cheque in the sum of £1, made payable to 'Magna Housing Group Limited' in payment of one share in the company for which you are seeking admission as a shareholder. Should your application be unsuccessful your cheque will be returned to you.

**Please return this completed application form to:**

[christine.curran@magna.org.uk](mailto:christine.curran@magna.org.uk)

**or by post to:**

**The Governance Officer  
Magna Housing Group Limited  
Hollands House  
Poundbury Road  
Dorchester  
Dorset  
DT1 1SW**

Thank you for your application, which will be considered.