# Important: Please ensure you have read the ‘*Application guidelines for appointment to a* *Class B cemetery trust*’ as you are required to agree to these application terms when signing this form.

**Applicants *must* complete all fields in Parts A-E on this application form.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of cemetery trust:** | | | | | | | |
| Title: | First name: | | Middle name: | | | Surname: | |
| Home Ph: | | | Work Ph: | | | Mobile: | |
| Email: | | | | | | | |
| (***Department’s preferred method of contact when writing to trust members/secretaries***) | | | | | | | |
| Residential Address: | | | | | | | |
| Suburb: | | | State: | | | Postcode: | |
| Postal Address (if different to above): | | | | | | | |
| Suburb: | | | State: | | | Postcode: | |
| Date of Birth: | /    / | | |  |  | | Prefer not to say |
| Gender: | Man | Woman | | Self-described | | | Prefer not to say |
|  | as: | | | | | | |
| Do you identify as:  Aboriginal | | Torres Strait Islander | | Both | Neither | | Prefer not to say |
| Do you have a disability? | | | | Yes | No | | Prefer not to say |
| If yes, please specify: | | | | | | | |
| Were you or your parents born overseas? | | | | Yes | No | | Prefer not to say |
| If yes, please specify: | | | | | | | |
| Do you speak a language other than English at home? | | | | Yes | No | | Prefer not to say |
| If yes, please specify: | | | | | | | |
| Do you have a culturally and linguistically diverse | | | | Yes | No | | Prefer not to say |
| family background? If yes, please specify: | | | | | | | |
| Are you directly related to any current trust members or other applicants? | | | | | Yes | | No |
| ***Note: Directly related family members are defined as husband, wife, domestic partner, parent, child or sibling.*** | | | | | | | |
| ***If you answer ‘Yes’, please complete the questions below:*** | | | | | | | |
| Name/s of directly related trust members/applicants: | | | | | | | |
| Relationship to trust members/applicants: | | | | | | | |

# PART A – Applicant details

**PART B – Skills and experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications/education: | | | |
| Skills and experience (check all that apply): | | | |
| Business management | Education/training | Health | Law |
| Carer | Farming | Hospitality/tourism | Media |
| Clerical/administration | Finance/audit | Human/capital resource | Public finance/economics |
| Commerce/banking | Government | Information technology | Retail |
| Community (please specify): | | | Transport |
| Trade (please specify): | | | |
| Funeral sector (other than being a cemetery trust member, please specify): | | | |
| Other (please specify): | | | |

**PART C – Employment details**

|  |  |
| --- | --- |
| **Please provide *all* applicable employment details below. Note - If you are retired or not employed, please provide details of your previous employment:** | |
| Employed full-time  Employed part-time  Retired  Not employed | |
| **Current employer**: | **Previous employer**: |
| Position title: | Position title: |
| Length of service: | Length of service: |

**PART D – Referees** *(You are required to provide referee details if you are a new applicant or if you are seeking reappointment 12 months or more since your previous term as a trust member ended)*

|  |  |
| --- | --- |
| Referee 1 Name: | Telephone number: |
| Referee 2 Name: | Telephone number: |

**PART E – Applicant’s declaration and signature**

|  |
| --- |
| * By signing below, I hereby acknowledge that I have read the *‘Application guidelines for appointment to a Class B cemetery trust* and agree to the terms therein. * I declare that the information I have provided in this form is true and correct. |
| **Applicant’s name:**  **Applicant’s signature:**  **Date:**    /    / |

**Part F *(if applicable)* and Part G are to be completed by the trust chairperson or \*authorised person-**

**Note:** If the applicant is the trust chairperson or is directly related to the trust chairperson Parts F and G should be completed by an \*authorised person, being an unrelated current trust member or current trust secretary.

**PART F – Directly related family members**

***Only*** complete if the applicant has indicated in Part A that they are ‘directly related’ to a trust member or applicant.

|  |
| --- |
| **The applicant has indicated they are directly related to a trust member/applicant in Part A:**   Yes |
| If ‘**Yes**’, the trust endorses the applicant for appointment for the following reasons (check all that apply) |
| The applicant has applicable skills and experience  The applicant represents the diversity of the local community  Succession planning  The trust has not received sufficient interest from the wider community  The trust does not have enough members to operate effectively  Other (please state): |
| Has the trust decided not to endorse any other applications received?  Yes  Not applicable |
| If Yes, why? |
| Do all trust members support this application?  Yes  No |
| If no, why not? |

**PART G – Chairperson’s declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **At least one referee check for the applicant has been completed to the satisfaction of the trust:**  This is **mandatory** for all new applicants who have not been appointed to the trust before, and all former members who  are seeking reappointment more than 12 months since their previous term of appointment ended. | | | |
| Note: If the applicant is directly related to the trust chairperson or the chairperson is the applicant, please have an | | | |
| ‘\*authorised person’ being an unrelated, current trust member or trust secretary, sign this application form. | | | |
|  |  |  |  |
| **Chairperson’s (or \*authorised person’s) name:** | | | |
| **Chairperson’s (or \*authorised person’s) signature:** | | | **Date:**    /    / |

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