

Trustee application form

Please submit a short *curriculum vitae* (2 pages max) together with this application form – this is in addition to the information given on the application form, not in substitution for it.

This form should be completed in black ink or black type.

Personal details

| | | |
|-----------------------------|--|--|
| Surname | <input style="width: 95%;" type="text"/> | Telephone/mobile/email |
| Other names | <input style="width: 95%;" type="text"/> | Home <input style="width: 95%;" type="text"/> |
| Home Address | <input style="width: 95%;" type="text"/> | Other <input style="width: 95%;" type="text"/> |
| | | Email <input style="width: 95%;" type="text"/> |
| Date of birth | <input style="width: 95%;" type="text"/> | Passport No <input style="width: 95%;" type="text"/> |
| Occupation | <input style="width: 95%;" type="text"/> | |
| Professional qualifications | <input style="width: 95%;" type="text"/> | |

Do you have any previous Volunteer or Trustee experience? Yes No (please click appropriate box)

If yes, please give details:

Chief Executive: Alison Talbot. Tel: 07740901305. Email: ceo@newforest.cabnet.org.uk

Interest and Motivation

Please explain why you would like to become a Trustee of Citizens Advice New Forest and how you feel you could contribute to the Trustees' strategic management of the organisation.

Skills

Describe any skills, knowledge and experience you have that would be useful in the role of Trustee.

| | | | | |
|---|--|-----|-----------------------|-----|
| Which of the following skills or experience could you bring to the Board? | Please indicate against each relevant area whether it is your Level 1 (ie main) skill, by writing '1', or a Level 2 skill where you have experience, by writing '2'. | | | |
| | | 1/2 | | 1/2 |
| | Human Resources | | Business Management | |
| | Financial / Accounting | | Marketing / P.R. | |
| | Fund Raising | | Welfare | |
| | Legal | | Cultural | |
| | Governance | | Networking | |
| | Chairing | | Strategic development | |

Links

Do you have any personal or professional links with the Citizens Advice Bureau, or any activities or connections that may present a conflict of interest with the role of Trustee? If so please specify.

Source of information on vacancy

Please indicate the source of information from which you first learned about the trustee vacancy for which you are applying:

References

Please provide names and contact details of two people who may be asked to act as referees for you, at least one of whom must have knowledge of your work relating to your most recent professional and voluntary activity. They will be expected to have authoritative and personal knowledge of your achievements in a professional, voluntary or public service capacity. Please note references from relatives are not acceptable.

| Reference 1 | | Reference 2 | |
|--|--|--|--|
| Name | | Name | |
| Position | | Position | |
| Organisation | | Organisation | |
| Address | | Address | |
| Connection or relationship with referee: | | Connection or relationship with referee: | |
| Telephone | | Telephone | |
| Email | | Email | |

Approval of an application for Trustee is subject to a number of checks on eligibility and an interview with a panel of Trustees.

Declaration

I, the undersigned, declare that:

- 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 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 or charity trustee.

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

Signature

Date

If you are sending your application form by e-mail, please mark this box (as a substitute for your signature) to confirm that you agree to the above declaration.

Thank you for completing this application form and for your interest in becoming a Trustee of Citizens Advice New Forest.

This completed form and CV should be returned to the CO at the address on page 1, ideally by email to ceo@newforest.cabnet.org.uk.

Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act and will only be used for the purpose of selection of trustees.