Please refer to the **Trustee Application Pack** before completing this application form.

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. We particularly invite applications from women and BAME candidates as these groups are currently under represented on our Board of Trustees.

This form can be expanded where necessary.

References will be taken before appointments are made.

You can email this form to [bureau@caterhamcab.cabnet.org.uk](mailto:bureau@caterhamcab.cabnet.org.uk) or send it to Sarah Henke- Monti, CEO, Citizens Advice Tandridge District, First Floor, Caterham Valley Library, Stafford Road, Caterham,CR3 6JG

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| Candidate ref. number (for office use only): | | |  | |
| **Position applied for** | | | | |
| Role | Trustee | Job reference | |  |
| Location | Citizens Advice Tandridge District | | | |

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| **About you** | | | |
| **Mr/Mrs/Miss/Ms** | **Family name:** | | **First name:** |
| **Address:**    **Postcode:** | | | |
| **Email:** | | **Mobile phone:** | |
| **Home phone:** | | **Work phone:** | |
| **What is your preferred method of contact? Any 🞏 Mobile 🞏 Home phone 🞏 Work 🞏 Email 🞏** | | | |
| We will normally contact you by email, however if you would prefer to be contacted using another method please let us know here: | | | |

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| Information, experience, knowledge, skills and abilities |
| **It is essential that you complete this section in full. Please take account of the information contained in the Trustee Application Pack including required skills when completing this section.** |
| * Please explain why you wish to apply for the position of trustee with Citizens Advice Tandridge District. Please describe what skills, experience and knowledge you could bring to the Board. |
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| **Career history** |
| Please provide details of your employment history where you feel it is relevant to the role of trustee, including paid employment, voluntary work, community activities etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.) |
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| **Educational history** |
| Please give brief details of educational qualifications where you feel these are relevant to the role of trustee. |
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| **Professional development** |
| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken which you feel is relevant to this role. |
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| **Our policy on convictions** |
| We typically only carry out Standard, Enhanced and Enhanced with child and or adult barred list, Disclosure & Barring Service (DBS) checks for roles working directly with clients in services targeted at vulnerable adults or children. Other roles such as conducting home visits, or providing immigration advice, and trustees who have authority to sign cheques or authorise invoices, or treasurers may require a Basic disclosure check.  Citizens Advice Tandridge District will ask about unspent convictions after a conditional volunteer role offer. Having a criminal record is not in itself a barrier, and we will only take relevant convictions or sexual offences into account. If you are concerned about this and would like to discuss your individual circumstances further, please email the CEO at bureau@caterhamcab.cabnet.org.uk  Our policy is in place to make sure ex-offenders are treated fairly. We consider each offence individually, looking at issues like risk to the client, how long ago it took place, the circumstances and whether they are relevant to the volunteer role. Anyone with a caution or conviction for a sexual offence against a child or vulnerable adult is considered unsuitable to volunteer. |

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| **Entitlement to work or volunteer** |
| If you are from outside the EU / EEA, it’s important you check you are permitted to volunteer or carry out ‘unpaid work’ in addition to your main reason for entering the country, to avoid jeopardising your visa status. If you cannot find the answer clearly on your immigration documentation, contact the [UK Border Agency](https://www.gov.uk/contact-ukvi). |

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| **Declaration** | |
| **Data Protection Statement:** I consent to this information being processed and stored for the purpose of trustee selection at Citizens Advice Tandridge District, and if appointed, for the purposes of operation of the Board of Trustees at Citizens Advice Tandridge District.  I declare that: (\* please delete as appropriate):   * I am / am not\* an undischarged bankrupt * I have / have not\* previously been removed from trusteeship of a charity by a Court or the Charity Commission * I am /am not\* under a disqualification order under the Company Directors’ Disqualification Act 1986 * I have / have not\* been convicted of an offence involving deception or dishonesty (unless the conviction is spent) * I am / am not\*, in the light of the above or any other factor, disqualified by the Charities Act 2011 (Section 178) from acting as a charity trustee   I declare that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, that appointment may be revoked.  **How we will use your information**  The information you give us on the application form will be used to help us decide whether to recruit you as a trustee - this is our ‘legitimate interest’ under data protection law. It will only be seen by those involved in the recruitment process and will be stored securely.  If you are appointed, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.  All use of applicant’s information will be relevant to their involvement, and may include:   * Contacting applicants when necessary * Making reasonable adjustments to improve accessibility * Monitoring statistical details of our applicants * Providing ongoing support to applicants * Addressing problems or complaints | |
| **If you are sending your application form by email, please mark this box** ☐ **(as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| **Signed:** | **Date:** |