**‘Charity Logo/Name’**

**TRUSTEE APPLICATION FORM**

***‘Charity address, contact details and website’***

**ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE**

Please print in **BLOCK LETTERS**

Personal details Surname or family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name you would like to be known by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact you at work? ♦Yes ♦No

If you are applying for a specific Trustee Role please state which: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following notes are given for information and guidance**.

**Charity Trustees need:**

* Commitment: Taking time to understand the workings of the body, and regularly attending meetings
* Conscientiousness: Reading briefing papers thoroughly, and playing a full part
* Confidence: Speaking up at a meeting and expressing a point of view
* Common Sense: Assessing the impact of proposals on individuals and bringing an independent view to discussions
* Courage: Asking the question that no-one has asked, and querying why a certain approach is being recommended
* Clarity: Thinking clearly, and seeking clarification where necessary
* Committee Experience

Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity Trustees.

Which of the following skills or experience could you bring to the Board?

Human resources/Personnel 🞏 Business/Strategic Management 🞏

Financial/Accounting 🞏 Marketing/PR 🞏

Fundraising 🞏 IT/Social Media 🞏

Legal 🞏 Other (please state) 🞏

Please list the personal qualities, skills, experience and knowledge that you think would make you a good Charity Trustee. Remember to include details of relevant experience and knowledge gained both inside and outside paid employment. Continue overleaf, or attach additional pages if necessary. If you attach a CV, please also provide information saying why you want to be appointed to the Board of Trustees at ***‘Charity Name’***

|  |
| --- |
|  |

**Declaration**

I declare that:

* I am over18.
* I am not an undischarged bankrupt.
* I have not entered into a composition or arrangement with creditors which includes an individual voluntary arrangement (IVA), and am not currently on the Insolvency Service Register.
* I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
* I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
* I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
* I am, in the light of the above, not disqualified by the Charities Act 2011 (sections 178 to 180) from acting as a charity trustee.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

If you are invited to an interview, you will be asked to provide us with the names and addresses of two people who can provide references.

***I confirm that all information given in this application is accurate.***

***I understand that failure to provide accurate information as required will invalidate my appointment.***

***I certify that I am not disqualified from acting as a ‘Charity name’ Trustee under any of the legal provisions listed above.***

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this form Please return your CV and additional information to:

***‘Charity/person recruiting trustee details, phone number, address, email etc’***