**Citizens Advice Cheshire West**

**Trustee Application Form**

If you need this form in another format please contact Nicki Berg on 01606 668925 or [nicola.berg@citizensadvicecw.org.uk](mailto:nicola.berg@citizensadvicecw.org.uk).

**Personal details**

| **Surname:** |  |
| --- | --- |
| **First name:** |  |
| **Address and postcode:** |  |
| **Email address:** |  |
| **Contact telephone number:** |  |
| **Preferred method of contact:** |  |

**How did you hear about this volunteering opportunity?**

Please give details below:

|  |
| --- |

**Application questions**

| * Why do you want to help the people in your community? |
| --- |
| * What do you think are the main issues people in Cheshire West are facing/dealing with? |
| * What experience, skills or attributes would you bring to our Trustee Board? |
| * What would you like to get out of being a board member? |

**Work/Volunteering information**

Please include: Current employment and previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc.

Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary

| Role description and brief summary of main responsibilities |  | | |
| --- | --- | --- | --- |
| Organisation name and location |  | | |
| Dates from: mm/yyyy |  | Dates to: mm/yyyy |  |
|  | | | |
| Role description and brief summary of main responsibilities |  | | |
| Organisation name and location |  | | |
| Dates from: mm/yyyy |  | Dates to: mm/yyyy |  |
|  | | | |
| Role description and brief summary of main responsibilities |  | | |
| Organisation name and location |  | | |
| Dates from: mm/yyyy |  | Dates to: mm/yyyy |  |

**Supporting information**

**Conflict of interest**

| **Have you, a family member, or your employer, undertaken work or supplied goods or services to Citizens Advice Cheshire West? If so, please specify:** |
| --- |
|  |

| **Are there any other potential conflicts of interest that you are aware of? If so, please specify:** (note: conflicts of interest will not necessarily prevent you from being a trustee) |
| --- |
|  |

**Additional information**

| **Is there anything else you would like to say about yourself?** |
| --- |
|  |

| **Are there any adjustments we can make to assist you in your** **application and / or**  **Interview?** This information will be treated as confidential. |
| --- |
|  |

| **Is there any equipment or support that we can provide to help you carry out the Trustee role itself?**  This information will be treated as confidential. Please be assured that we will be supportive in discussing any adjustments with you at any stage of the recruitment and selection process. |
| --- |
|  |

## **References**

Please give the names and addresses of two people, other than family members, who can tell us about you. We are unable to consider your application unless references are provided.

**Referee 1:**

| **Name:** |  |
| --- | --- |
| **Address and postcode:** |  |
| **Email address / contact telephone number:** |  |
| **In what capacity do they know you?** |  |

**Referee 2:**

| **Name:** |  |
| --- | --- |
| **Address and postcode:** |  |
| **Email address / contact telephone number:** |  |
| **In what capacity do they know you?** |  |

**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 ([www.gov.uk/contact-ukvi-inside-outside-uk](http://www.gov.uk/contact-ukvi-inside-outside-uk))

**Declaration**

By signing this form, you declare that you:

* Are willing to act as a trustee of Citizens Advice Cheshire West
* Are not prevented from acting as a trustee because you:
* Have an IVA, debt relief order and/or a bankruptcy order
* Have not been convicted of a notifiable offence such as embezzlement, fraud, deception, dishonesty, large scale drug dealing
* Have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or the Office of the Scottish Charity Regulator)
* Have been removed from being in the management or control of any body in Scotland (under relevant legislation)
* Have been disqualified by the Charity Commission
* Are a disqualified company director
* Are a designated person for the purposes of anti-terrorism legislation
* Are on the sex offenders register
* Have been found in contempt of court for making (or causing to be made) a false statement
* Have been found guilty of disobedience to an order or direction of the Charity Commission

| **Declaration**  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. |
| --- |
| Signed: Date: |

| **If you have given us any information about your health, disability or access requirements, under data protection law we need your explicit consent to hold or use that information.**  **We will only use it in order to allow us to make reasonable adjustments and/or to keep you safe, and it will be held securely.**  I give my consent for this information to be used by Citizens Advice Cheshire West |
| --- |
| Signed: Date: |

**Please return this form to:**

**By email:**

[nicola.berg@citizensadvicecw.org.uk](mailto:nicola.berg@citizensadvicecw.org.uk)

**By post:**

Nicki Berg

Citizens Advice Cheshire West

Wyvern House

The Drumber

Winsford

Cheshire

CW7 1AD



**How we will use your information**

The information you give us on this 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 trustees and staff involved in the recruitment process, and will be stored securely. We do not retain unsuccessful application forms.

If you are recruited 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.  
  
You have legal rights over your data, including access to it, and the right to ask that it is corrected, restricted or deleted. There is more information on these rights on the Information Commissioner’s Office website: [www.ico.org.uk](http://www.ico.org.uk)

For more information please refer to our Privacy Notice [www.citizensadvicecw.org.uk](http://www.citizensadvicecw.org.uk)

If you have any questions about the use of your data, please contact

Jason Bishop,

Chief Executive,

Citizens Advice Cheshire West

Email: jason.bishop@citizensadvicecw.org.uk



**Citizens Advice Cheshire West**

**Volunteer diversity monitoring information**  
**Background**

**Diversity Monitoring Form**

**Age**

Which age bracket do you fit into? Put a cross in the relevant box.

| Under 25 |  |
| --- | --- |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54 |  |
| 55 - 64 |  |
| 65 and over |  |

**Gender**

What best describes your gender? Put a cross in the relevant box or write in a preferred term.

| Female |  |
| --- | --- |
| Male |  |
| I prefer to use another term  Please write in……………………………………... |  |

**Sexual orientation**

What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

| Heterosexual/Straight |  |
| --- | --- |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Bisexual |  |
| I prefer to use another term  Please write in………………………………………. |  |

**Ethnic origin**

How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

| **A. White** | English/Welsh/Scottish/Northern Irish/British |  |
| --- | --- | --- |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background  Please write in………………………………………. |  |
| **B. Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic background  Please write in………………………………………. |  |
| **C. Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian Background  Please write in………………………………………. |  |
| **D. Black/African/ Caribbean / Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean background  Please write in………………………………………. |  |
| **E. Other ethnic group** | Arab |  |
| Any other ethnic group  Please write in………………………………………. |  |

**Disability**

Do you consider yourself to be a disabled person or do you have a long-term physical or mental health condition? Put a cross in the relevant box.

| Yes |  |
| --- | --- |
| No |  |

*NB. The information on this form is for monitoring purposes only. We follow the social model of disability which believes that it is the barriers created by society which disabled people. If you require any additional support or equipment in relation to the recruitment process or that would enable you to carry out the volunteer role, please tell us on the application form or during the interview.*

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

| Yes |  |
| --- | --- |
| No |  |

**Religion or belief**

Which group below do you most identify with? Put a cross in the relevant box.

| No religion |  |
| --- | --- |
| Christian (including all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion or belief  Please write in………………………………………. |  |