Trustee Application form

**Personal details**

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

**Trustee role, skills and experience**

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| **1. Are you interested in any specific Trustee Lead roles**  For example: trustee lead on Human Resources, Risk Management, or Information Assurance. |
| Yes / No/Unsure as yet (if yes please state which lead role) |

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| **2. Describe any skills you have that would be useful for the role you’re**  **interested in:**  For example: sector leadership, partnership, change/risk management, analysis and synthesis, staff/volunteer management regulatory compliance, leading a project, presenting/facilitating planning, learning or consultation, good verbal / written communication skills, problem solving etc |
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| **3. Is there anything you have done over the past few years that you believe is relevant and you would like to tell us about?**  For example: relevant leadership and employment, volunteering, community activity |
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| **4. Why do you want to volunteer as a Trustee for Citizens Advice? What do you hope to** **get from the experience?** |
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| **5. What do you think are some of the main problems facing the communities in Huntingdonshire, Fenland and East Cambs as well as wider Cambridgeshire?** |
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| **6. How many hours per week, or days per week do you have available for this role?** |
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| **7. Are there any times that you’re likely to be less available, e.g. school holidays?** |
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| **8. Is there anything else you would like to say about yourself?** |
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| **9. Are there any adjustments we can make to assist you in your**  **application and / or video/phone interview?** This information will be treated as confidential. |
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## References

Please give the names and contact details of two people, who know you in a work related, academic or professional capacity. This could be an employer, teacher, tutor, a colleague, or former-colleague where you have worked or volunteered before.

**Referee 1:**

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

**Referee 2:**

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

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| **Declaration**  All the information I have provided above is accurate to the best of my knowledge. |
| Signed: Date: |

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| **How did you hear about this opportunity?**  For example, national Citizens Advice website, local Citizens Advice website, another  website, word of mouth, through your local community or volunteer centre, through  your university or college, through the Open University, at a volunteering fair or event,  through your own experience accessing the Citizens Advice service, or other? |
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| **Have you used / when did you last use the Citizens Advice service?**  Former clients can, and do, make excellent volunteers in a range of roles and having been a recent user of our services isn't necessarily a barrier to volunteering. There can be times where we might feel a gap between using our services and becoming a volunteer would be appropriate, but this is something we would discuss with you. |
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**Please return this form to: admin@ruralcambscab.org.uk**

**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 volunteer - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely. We will retain unsuccessful application forms for up to 1 year from the date the application form was received.  
  
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.  
  
All use of volunteer information will be relevant to their involvement, and may include:

* Contacting volunteers when necessary
* Making changes to role, support or equipment to improve accessibility
* Monitoring statistical details of our volunteers
* Providing ongoing support to volunteers
* Monitoring the quality of advice given to clients
* Addressing problems or complaints

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) . If you have any questions about use of your data, please contact [nickb@ruralcambscab.org.uk](mailto:nickb@ruralcambscab.org.uk)