  **Trustee Application Form – CONFIDENTIAL**

Please return completed forms to **recruitment@caliverpool.org.uk**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | |
| Home Address |  | | | | | | |
| Telephone | Home |  | | Mobile | |  | |
|  | Work |  | | Other | |  | |
| E-mail |  | | | | | | |
| Occupation |  | | | | | | |
| Relevant Qualifications |  | | | | | | |
| Which of the following skills or experience could you bring to the Board? | Please indicate against each relevant area whether it is your Principle skill (P), or a Secondary skill where you have experience (S). | | | | | | |
|  | | P/S | |  | | P/S |
| Human Resources | |  | | Business Planning | |  |
| Financial / Accounting | |  | | Marketing & Communication | |  |
| Legal & Governance | |  | | Research /Campaigning | |  |
| Fund Raising | |  | | Change Management | |  |

Please indicate against each of the following broad categories how you think your own skills and experience would enable you to fulfil the role of Trustee as described in the Trustee Role Description.

|  |  |
| --- | --- |
|  | **Relevant skills and experience for the role as a**  **Trustee of Citizens Advice Liverpool** |
| 1. Providing leadership and vision |  |
| 1. Setting policy and strategic direction |  |
| 1. Working as part of a team and promoting good governance |  |
| 1. Building effective relationships with staff, volunteers and stakeholders |  |
| 1. Managing performance and holding staff to account |  |
| 1. Business planning and financial scrutiny |  |
| 1. Developing services to meet needs |  |
| 1. Commitment to the Aims and Principles of Citizens Advice\* |  |
| 1. Commitment to Equality\* |  |
| 1. Anything else you wish to add? |  |

|  |  |
| --- | --- |
| If you are bringing additional areas of expertise (see below) please also complete this  section: | |
| * marketing & communication * strategic finance & accountancy * legal and governance | * HR * Business * fundraising |
| This is an opportunity to tell us more about your relevant areas of expertise (see list above) and how they might be of benefit to CAL. | |

Please give details of two people who would be willing to provide a reference:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Tel: |  | Tel: |  |
| Email: |  | Email: |  |

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Signature Date

Please note that successful applicants will be required to sign a Confidentiality Statement and a Trustee Eligibility Declaration

**Data Protection Act 1998\* (Please complete this section)**

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for up to a year after the date on which it is submitted. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/ or convictions.

For the purpose of the Act the Data Controller is *Citizens Advice Liverpool*

I give my consent to sensitive personal information being recorded and stored.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**