**Trustee Application Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **PERSONAL DETAILS:** | | | | | | | | |
| Title:  (Ms/Mrs/Mr etc.) |  | First Name: |  | Middle Names: | |  | Family Name: |  |
| Address:  Post code: Date of Birth:  Place of Birth: Nationality: Occupation: | | | | | | | | |
| Daytime Tel: | | | | | Evening Tel: | | | |
| Mobile: | | | | | Email: | | | |
| 1. **INFORMATION:** | | | | | | | | |
| How did you hear about Changes Bristol? | | | | | | | | |
| Please explain why you would like to become a Trustee for Changes Bristol and what you hope to get out of the experience: | | | | | | | | |
| Please give brief details of any previous experience of voluntary and/or relevant paid work: | | | | | | | | |
| What skills, experience and knowledge could you bring to Changes Bristol? *(You can include any qualifications or training courses you have completed that you think may be relevant. Please remember that if you have not ‘worked’ you will still have skills, for example organising a family, caring for relatives or friends or any extra activities through education)* | | | | | | | | |
| Do you speak any languages other than English? Please describe your level of fluency. | | | | | | | | |
| Do you regard yourself as having any disability? YES / NO (please delete the answer that doesn’t apply) *Please specify below (optional* | | | | | | | | |
| Do you have any special needs? **YES / NO** (*delete the one that does NOT apply)*. Please give any other information below that will help us to help you. | | | | | | | | |

|  |
| --- |
| 1. **SKILLS** |

**Please indicate your levels of experience/confidence in the following areas using**:

☺ = If you have strong experience and can share this with the charity.

😐 = If you have some experience

☹ = If you have little or no experience of the area

|  |  |  |  |
| --- | --- | --- | --- |
|  | ☹ | 😐 | ☺ |
| Marketing, promotion and media liaison |  |  |  |
| Budgeting |  |  |  |
| Fundraising and income generation |  |  |  |
| Financial Management |  |  |  |
| Project Management |  |  |  |
| Other Management |  |  |  |
| Legal issues affecting organizations in the voluntary sector |  |  |  |
| Personnel Management, including legal issues |  |  |  |
| Employment issues / Human Resources |  |  |  |
| Staff supervision development and support |  |  |  |
| Chairing meetings |  |  |  |
| Minute Taking |  |  |  |
| Partnership working across sectors |  |  |  |
| Policy development |  |  |  |
| Leadership and strategic management |  |  |  |
| ICT, CRMs, web development and management |  |  |  |
| Training delivery |  |  |  |
| Monitoring/evaluating quality, services or projects |  |  |  |
| Relationship management with funders and key stakeholders |  |  |  |
| Marketing and/or negotiating |  |  |  |
| Dealing with Media |  |  |  |
| Other (please specify) |  |  |  |

And using the same options, indicate your level of understanding and experience of the following issues/subjects and how they impact on the volunteering sector

|  |  |  |  |
| --- | --- | --- | --- |
|  | ☹ | 😐 | ☺ |
| BME communities |  |  |  |
| Refugees and asylum seekers |  |  |  |
| People with disabilities |  |  |  |
| People affected by mental health difficulties |  |  |  |
| Young people (16-25) |  |  |  |
| Older people (50+) |  |  |  |
| People with low-level or no qualifications |  |  |  |
| Volunteers |  |  |  |
| Lesbian, gay, bisexual and transgender communities |  |  |  |
| Faith groups |  |  |  |
| Other (Please specify): |  |  |  |

Finally if you wish to make notes on your experience of any of the skill/areas identified above or any other comments, please do so below.

|  |
| --- |
|  |

|  |
| --- |
| 1. **Disclosure and Barring Services** |
| Some volunteer opportunities, including being a Trustee of Changes Bristol are required to have an enhanced DBS check as our charity deals with vulnerable adults.  Please give details of any unspent criminal convictions, including Date, Offence and Sentence: |

|  |
| --- |
| 1. **References** |
| Please provide details of two people we can contact for a reference for the position of Trustee. |

|  |
| --- |
| 1. **Declaration** |

**I declare that I am not disqualified from acting as a charity trustee and that:**

* I am aged 18 years or over at the date of this election or appointment (only relevant for unincorporated charities);
* I am capable of managing and administering my own affairs;
* I do not have an unspent conviction relating to any offence involving deception or dishonesty;
* I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement);
* I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
* I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.

|  |
| --- |
| **Signed Date** |