**Trustee Application Form**

*This Almshouse Association template is a guide and does not constitute advice. Complete the charity details highlighted in yellow below.*

**How To Apply**Please send a completed application form with a copy of your CV *(if you have one)* and covering letter. Applications can be submitted by email or post as detailed below.

Charity Name  
Add1  
Add2  
Town  
Postcode  
[email@charity.co.uk](mailto:email@charity.co.uk)

**Please tell us how you found out about this trustee vacancy**

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|  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Address:** |  | | |
| **Contact Number:** |  | **Email:** |  |

**Personal Statement**

Please tell us why you have applied and what interested you in the role

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Please tell us about the skills and qualities you will bring to the role

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**Hobbies and Interests**

Please give details of any hobbies, interests and any other voluntary work you have or are undertaking

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**References**

Please give the names of two referees we can contact as part of our recruitment process

Referee 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Address:** |  | | |
| **Contact Number:** |  | **Email:** |  |

Referee 2

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Address:** |  | | |
| **Contact Number:** |  | **Email:** |  |

**Disclosure and Barring Service (DBS)**

In this role you may come into contact with vulnerable adults and will require a Basic DBS check to be carried out. If you are aware of any unspent convictions or cautions which might appear please detail below

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**Persons disqualified from being a trustee**

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

**Please tick any statements below that apply to you:**

|  |  |  |
| --- | --- | --- |
| **Statement** | **Yes** | **No** |
| Are you currently declared bankrupt (undischarged) or have an individual voluntary arrangement (IVA)? |  |  |
| Do you have any unspent convictions for offences, including dishonesty, deception or contempt of court for making a false statement? |  |  |
| Are you listed on the sex offenders register? |  |  |
| Have you previously been disqualified as a trustee by The Charity Commission in England, Wales or Scotland? |  |  |
| Are you disqualified from being a company director? |  |  |

**Declaration**

I confirm that the information I have provided on this application form is correct and accurate to the best of my knowledge and I accept that providing deliberately false information could result in the termination of my appointment as a trustee.

I agree to the information being processed in accordance with the Charity’s Data Protection Policy.

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