



**North East  
Suffolk**

Citizens Advice North East Suffolk is the operating name of North East Suffolk Citizens Advice Bureau

## ***TRUSTEE APPLICATION FORM***

<b>Name</b>	_____
<b>Address</b>	_____
	_____ <b>Post Code</b> _____
<b>Telephone</b>	_____ <b>/Mobile</b> _____
<b>e-mail</b>	_____

**Motivation**

**Please tell us why you are interested in becoming a trustee of Citizens Advice North East Suffolk.**

**Skills/expertise/knowledge/qualification/development**

Please indicate in the table below any of the areas you have experience of / or an interest in.

<b>Skills/Expertise/ Knowledge</b>	<b>√</b>	<b>Qualification</b>	<b>√</b>	<b>Interest In</b>	<b>√</b>
Campaigning					
Change Management					
Charity/ Voluntary Organisation Governance					
Enterprise/Business Development					
Finance					
Fundraising					
HR/Training					
Income Generation					
IT/Systems					
Marketing					
PR/Communications					
Property					
Relationship Management					
Strategic Management					
Team Development					
Voluntary Sector Experience					
<b>Other – Please list</b>					

**Areas of Work**

Are there any areas of the work of Citizens Advice North East Suffolk that you have a particular interest in and/or would like to become more involved in?

### Qualification to Act as a Trustee

Some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty
- anyone who is an undischarged bankrupt
- anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement
- anyone under a disqualification order under the Company Directors Disqualification Act 1986
- anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register

I confirm that none of the above apply to me Signed \_\_\_\_\_

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?

YES / NO

If YES please provide details of the offence and the date of conviction.

### References

Please provide details of two people who may be approached for references. References will only be taken up for successful candidates.

#### Referee 1

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ / Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

Context in which the referee knows you \_\_\_\_\_

**Referee 2**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ / Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

Context in which the referee knows you \_\_\_\_\_

**Declaration**

Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice North East Suffolk and if appointed, for the purposes of volunteering at Citizens Advice North East Suffolk.

I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if elected or co-opted on the basis of false information contained in this form, I may be removed as a trustee.

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

**If you are sending your application form by e-mail, please mark the box below (as a substitute for your signature) to confirm that you agree to the above declaration.**

Please return this form to Janet John, Chief Executive, Citizens Advice North East Suffolk

by e-mail to [dm@nescab.cabnet.org.uk](mailto:dm@nescab.cabnet.org.uk) or

by post, St. Margaret's House, Gordon Road, Lowestoft NR32 1JQ