# Citizens Advice Coventry - Volunteer Application (Trustee)

Please read the Trustee Information Pack & Role Description before completing this form.

**Title:**

**Name:**

**Address:**

**Telephone:**

**Email:**

|  |  |
| --- | --- |
| Please describe any skills you have that would be useful for the role, for example knowledge of communities, community organisations, finance, governance, strategy, management, charity law, HR law. | |
|  | |
| Please describe any relevant qualifications, experience and interests for this role.  For example, employment, work experience, volunteering, community activities (involvement in tenants associations, school activities, support groups, etc), caring for children, other relatives or a friend, classes, training courses | |
| What has motivated you to become a member of a Trustee Board? | |
| What do you think are some of the main challenges facing the local community? | |
| What approximate time commitment could you give?  Trustee Board meetings are usually held every 2 months, in the evenings. In addition, there are committees and groups that discuss related matters. You will probably need to give around 4-5 hours per month on average during the year. However, we can be flexible about these commitments, so please contact us if you have constraints on your availability | |
| Is there anything else you would like to share with us? | |
| **Eligibility**  The Charities Act 1993 disqualifies some people from acting as charity trustees. Broadly speaking this covers.   * Anyone who has been convicted of an offense involving deception or dishonesty, unless the conviction is spent * Anyone who is an undischarged bankrupt * Anyone who has previously been removed from trusteeship of a charity by the courts or the Charity Commissioners * Anyone disqualified under the Company Directors Disqualification Act 1986 * Anyone who has failed to make payments under county court administration orders * Anyone who has made compositions (i.e. come to an arrangement) with their creditors and has not yet been discharged | |
| Does any of the above apply to you? Please indicate  Yes / No (delete as appropriate) | |
| How did you hear about Citizens Advice Coventry ? | |
| **References**  Please give the names and addresses of two people, other than your family, who can tell us about your suitability for this role. We will only approach them if we ask you to join us as a trustee. | |
| **First Referee**  Name:  Address:  Email:  Telephone: | **Second Referee**  Name:  Address:  Email:  Telephone: |
| I confirm that the information I have given above is correct and accurate. | |
| Signature: | Date: |

Please tell us about any specific needs you would like us to take into account,

either at the interview or if we offer you a volunteer role, e.g. mobility.

This information will be treated as strictly confidential.

**Ethnic Origin**

If you would be kind enough to complete this section it would be helpful for our records. This information will be kept confidential within CCA and will not be disclosed to a third party

Our volunteers come from a range of backgrounds, and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.

|  |  |  |
| --- | --- | --- |
| What is your ethnic group? Please tick or highlight the appropriate box from those below | | |
| **WHITE** | **MIXED** | **ASIAN, ASIAN BRITISH** |
| British | White & Asian | Bangladeshi |
| Irish | White & Black African | Indian |
| Any other White background | White & Black Caribbean | Pakistani |
| (please write in below) | Any other mixed background | Any other Asian background |
|  | (please write in below) | (please write in below) |
|  | | |
| **BLACK, BLACK BRITISH** | **CHINESE, CHINESE BRITISH** | **ANY OTHER BACKGROUND** |
| African | Chinese | Any other |
| Caribbean |  | (please write in below) |
| Any other Black background |
| (please write in below) |  |
| Do you have a disability that you would like us to know about? NONE | | |
| Please highlight your age category  18 –24 25 – 39 40 – 59 60+ | | |

Thank you for taking the time to complete this application, we will look forward to having a chat with you.