**Citizens Advice Halton Trustee Application form**

If you need this form in another format, please contact us on 0151 257 2443

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name:** |  |
| **Address and****postcode:** |  |
| **Email address** |  | **Telephone****number:** |  |
| **Preferred method****of contact:** |  |

## Trustee volunteer role, skills and experience

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| --- |
| **1. Describe any skills you have that would be useful for the role you’re interested in:**E.g. talking to people face to face or on the phone, IT skills, speaking / writing in a language other than English, British Sign Language, good verbal / written communication skills, problem solving.Knowledge of working or living in Halton / Lived experience [ ] Legal knowledge [ ]  Equality and diversity [ ] Developing partnerships [ ]  NHS/Public Health/Local Authority [ ] Financial management [ ]  Fundraising [ ] Marketing & Communication[ ]  Human Resources / Personnel [ ] Digital technology [ ]  Risk Management & Compliance [ ]   |
| Use the space below to provide additional information: |
| **2. Is there anything you have done over the past few years that you would like to tell us about?**For example, employment, work experience, volunteering, community activity (involvement in tenants’ associations, school activities, support groups), caring for children, other relatives or friends, classes, training courses etc. |
|  |
| **3. Why do you want to want to be a Trustee of Citizens Advice Halton? What do you hope to get from the experience?** |
|  |
| **4. What do you think are some of the main problems facing your community?** |
|  |

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| --- |
| **5. Is there anything else you would like to say about yourself?** |
|  |
| **6. Are there any adjustments we can make to assist you in your application and****/ or interview?**This information will be treated as confidential. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers. |
|  |
| **7. Is there any equipment or support that we can provide to help you carry out the volunteer role itself?**This information will be treated as confidential. Please be assured that we will be supportive in discussing any adjustments with you at any stage of the recruitment and selection process. |
|  |

**How did you hear about this opportunity? -** Please include details below:

**References**

Please give the names and addresses of two people, who know you in a work related, academic or professional capacity. For example, an employer, teacher or tutor, colleagues or ex-colleagues, or someone who knows you well (other than your family).

|  |  |  |
| --- | --- | --- |
|  | **Referee 1:** | **Referee 2:** |
| **Name:** |  |  |
| **Address and postcode:** |  |  |
| **Email address/contact****telephone number:** |  |  |
| **In what capacity do they****know you:** |  |  |

|  |
| --- |
| **Declaration** All the information I have provided above is accurate to the best of my knowledge |
| Signed: |  | Date: |  |
| **If you have given us any information about your health, disability or access requirements, under data protection law we need your explicit consent to hold or use that information. We will only use it in order to allow us to make reasonable adjustments and/or to keep you safe, and it will be held securely.**I give my consent for this information to be used by Citizens Advice Halton |
| Signed: |  | Date: |  |

|  |
| --- |
| **ELIGIBILITY**The Charities Act 2011 disqualifies some people from acting as charity trustees. Broadly speaking this covers;* Anyone who has been convicted of an offence 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 criteria apply to you?  Yes** [ ] **No** [ ]  |

**Please return this form to:**

**Email:** hitesh.patel@citizensadvicehalton.org.uk

**Post:** Citizens Advice Halton, Unit 3 Victoria Buildings, Lugsdale Road, Widnes WA8 6DJ

**Trustee diversity monitoring information**

Citizens Advice values diversity and promotes equality. We welcome and encourage volunteer applications from people of all backgrounds.

Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no unfair discrimination in our recruitment process. To do this we need to know about the diversity profile of people who apply for volunteer roles at Citizens Advice.

If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice. Our legal basis for using your data in this way is our legitimate interests and substantial public interest in maintaining equality of opportunity or treatment in our service.

The information you give us will be kept securely, won't be shared outside the service and is confidential. This form is separate from your application form and it will not be used within the decision making process or have any impact on you directly.

Please see our privacy notice [ <https://haltoncab.org.uk/about-us/privacy-policy/> ] for more information about how we process your information.

**If you would prefer not to answer any of the questions we ask, please leave them blank**. If you have any questions about how we use your data or would like to make an information rights request, please contact us.

If you need this form in another format please contact Hitesh.Patel@Citizensadvicehalton.org.uk or ring 0151 257 2443.

**Diversity Monitoring Form**

|  |  |
| --- | --- |
| **Applicant ref. number** **(local Citizens Advice use only):**  |  |
| **Which volunteer role are you applying for?** | TRUSTEE |

**Age** - **Please select your age group from the options below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Under 25 |  | 55 - 64 |  |
| 25 - 34 |  | 65 and over |  |
| 35 - 44 |  | Prefer not to say |  |
| 45 - 54 |  |  |  |

**Disability -** Citizens Advice follows the social model of disability. We believe that society’s barriers and negative attitudes cause people to be disabled, not a person’s impairment or long-term health condition.

**Do you consider yourself to be disabled or have an impairment or long-term health condition? Select all that apply:**

|  |  |
| --- | --- |
| Yes - physical health disability, impairment or condition |  |
| Yes - mental health disability, impairment or condition |  |
| Yes - other disability, impairment or condition e.g. neurodiverse |  |
| No, I do not have a disability, impairment or condition |  |
| Prefer not to say |  |

*The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form.*

**Ethnicity**

*[Note: The Office for National Statistics and other sectors recommend the below categories. For external comparability and monitoring purposes we are following that guidance.*

**How would you describe your ethnicity?**

|  |  |  |
| --- | --- | --- |
| **Arab** | Arab or Arab British |  |
| In another way (specify, if you wish): |  |
| **Asian** | Bangladeshi or Bangladeshi British |  |
| Chinese or Chinese British |  |
| Indian or Indian British |  |
| Pakistani or Pakistani British |  |
| In another way (specify, if you wish) |  |
| **Black** | African or African British |  |
| Caribbean or Caribbean British |  |
| In another way (specify, if you wish). |  |
| **Mixed or multiple ethnic groups** | Asian or Asian British and White or White British |  |
| Black African or Black African British and White or White British |  |
| Black Caribbean or Black Caribbean British and White or White British |  |
| Any other mixed or multiple ethnic background (specify, if you wish). |  |
| **White** | British, English, Scottish, Welsh or Northern Irish |  |
| Gypsy, Irish Traveller, Traveller or Roma |  |
| Irish |  |
| In another way (specify, if you wish). |  |
| **I would describe my ethnic background or identity as... (please specify)** |  |
| **Prefer not to say** |  |

**Gender** - **What best describes your gender?** Select all that apply:

|  |  |  |  |
| --- | --- | --- | --- |
| Man |  | I prefer to use another term (please specify if you wish)………………………………………………………………. |  |
| Non-binary, gender fluid or gender queer |  |
| Woman |  | Prefer not to say |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you identify as transgender?**  | Yes |  |  | No |  |  | Prefer not to say |  |

**Sexual orientation - Which of the following best describes your sexual orientation?**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | I prefer to use another term. (Please specify if you wish): ………………………………………. |  |
| Gay or Lesbian |  |
| Heterosexual/Straight |  | Prefer not to say |  |

### Religion, Faith & Belief - Please consider and select the option that best describes your religion, faith or belief?

|  |  |  |  |
| --- | --- | --- | --- |
| No religion including atheist and agnostic |  | Muslim |  |
| Buddhist |  | Pagan |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  | Sikh |  |
| Hindu |  | Spiritual |  |
| Jain |  | Any other religion or belief, please describe:………………………………….. |  |
| Jewish |  |
| Mixed religion |  | Prefer not to say |  |