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This is in letter format but you can amend it for email format.

Application form to become an Associate Trustee with Citizens Advice North East Derbyshire

Thank you for your interest in Volunteering as an Associate Trustee with Citizens Advice North East Derbyshire.

We will use this form to:

- Shortlist suitable applications for interview
- Understand more about your interests and availability so we can match you to a suitable role

Before completing this form please read the last section on Policies and Data Protection Statement.

For more information, or if you'd like to complete this form in an alternative format please email **mail@nedcab.org.uk**

About you

Name:	
What pronouns do you use to	

describe yourself?	
Email address	
Phone number	
Address	
Preferred method of contact	

What motivated you to apply to be an Associate Trustee with Citizens Advice North East Derbyshire? Please include the reason you want to volunteer and what you hope to get from the Experience.

What skills or experience would you bring to the Associate Trustee role? Please include work, voluntary and lived experience and anything else you believe to be relevant.

Associate Trustee Biography

If your application is successful, we will use this text to introduce you to the staff, volunteers, and the Board of Trustees. You may wish to include a brief summary of your professional background, your connection to the local area or service, and what drew you to the work of Citizens Advice.

Availability

Trustees meet on average 9 times a year with occasional ad-hoc expectations.

Are there any regular times that you are not available?

Additional Information

Are there any dates and times when you are unavailable for an interview?

	Yes	No
Are you aware of any circumstances that could be a conflict of interest? This may include other volunteering or paid work you have in other organisations such as a local housing association, local authority, government body, criminal or civil court, another organisation that provides advice.		

Are you a current client of Citizens Advice? Many volunteers have used the service before but we are unable to offer volunteer roles to clients who are currently receiving advice, to ensure there is no conflict of interest.		
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How did you hear about this opportunity? For example, local Citizens Advice website, another website, word of mouth, through your local community, through your university and college, at a volunteering fair or event, through your own experience of accessing the Citizens Advice service, or other?

What happens next?

Once we've reviewed your application, we'll be in touch. If shortlisted we will invite you to an informal interview, either online or in-person, to get to know you better. We will ask you about any additional support needs you think we should know about in order to enable you to participate in an interview.

If you're successful at the interview, we will ask if you can provide us with ID (ideally photo ID, but don't worry if you haven't got this, we can discuss other options as this isn't a barrier to volunteering with us). We will also need to obtain two references.

References	
Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these should be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.	
Referee 1	
Name	
Address	

Postcode	
Telephone	
Email	
In which context does this referee know you?	
Referee 2	
Name	
Address	
Postcode	
Telephone	
Email	
In which context does this referee know you?	

Declaration	
All the information I have provided above is accurate to the best of my knowledge.	
Signed:	Date:

Please return this form to: mail@nedcab.org.uk

Policies

Entitlement to work or volunteer

If you are not a UK or Irish citizen, it's important you check you are permitted to volunteer or carry out 'unpaid work' in addition to your main reason for entering the country, to avoid jeopardising your visa status. You can find more information on the [NCVO website](#).

Our policy on convictions

We only ask about criminal convictions and criminal records after we've made a conditional offer of volunteering. This is to help make sure that volunteers are selected based on their skills and potential.

Having a criminal record is not in itself a barrier to volunteering. Please note that it is Citizens Advice policy not to recruit any individual who has an unspent conviction (for all roles) for a sexual offence against a vulnerable adult or child and our policy not to recruit any individual who has a spent, or unspent, conviction (for roles that require a Standard or Enhanced DBS check) for a sexual offence against a vulnerable adult or child. This is the case regardless of when the offence took place. Citizens Advice public liability insurance excludes this.

Important Information Regarding Trustee Eligibility

To ensure we comply with Charity Commission guidance, we need to bring to your attention some important information about eligibility for trustee positions.

Certain convictions or other circumstances can lead to **automatic disqualification** from serving as a charity trustee. You can find detailed guidance on these rules here: <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>.

It's important to note that **being automatically disqualified doesn't always mean you can't be a trustee**. In some specific situations, we can apply to the Charity Commission for a **waiver**.

Should you be provisionally offered the role of Trustee, we will ask for more information about any convictions you may have. This role is also subject to a **basic DBS check**.

If you wish to contact us to discuss your individual circumstances at an earlier stage, please contact mail@nedcaborg.uk.

Privacy Notice

We'll use the information you provide in your application form in order for North East Derbyshire to progress your application for becoming a volunteer.

This is done under our legitimate interests in potentially onboarding you as a volunteer and to contact you to further progress your application.