

# Dalkeith CAB

## Application for the Board of Trustees/Directors

Complete this form online at [www.TinyURL.com/DalkeithCABTrusteeApp](http://www.TinyURL.com/DalkeithCABTrusteeApp)



### Section 1: Personal Details

<b>Name</b>	
<b>Address</b>	
<b>Telephone Number: Day</b>	<b>Evening</b>
<b>Email address:</b>	
<b>Which role or roles are you interested in.</b>	
<input type="checkbox"/> <b>Trustee only</b> <input type="checkbox"/> <b>Trustee and office bearer – please state:</b>	

### Section 2: Current and past experience relevant to the role

Please list previous experience which may be from paid work, volunteering, studies, community action or your personal life that you believe are relevant to being a Trustee/Director.

<b>Organisation or Experience</b>	<b>The role and a brief description of responsibilities</b>	<b>Dates</b>

**Dalkeith & District Citizens Advice Bureau, 8 Buccleuch Street, Dalkeith, Midlothian EH22 1HA**  
Tel. 0131 660 1636, Email: [bureau@dalkeithcab.org.uk](mailto:bureau@dalkeithcab.org.uk). Web: [www.DalkeithCAB.org.uk](http://www.DalkeithCAB.org.uk)

Scottish registered charity no. SC 000593. Company Limited by Guarantee in Scotland, no. SC 332676. Authorised and regulated by the Financial Conduct Authority to provide debt advice. FC ref. no. FRN 61744

**Section 3: Relevant skills, knowledge and experience**

Please use the space below to explain and give examples of your knowledge, skills and experience relevant to the role (please see the role description).

**Section 4: Reasons for applying**

In this section, please tell us why you would like to be a Trustee/Director of Dalkeith & District CAB and what you feel you can bring to the Board and the organisation.

Please also note in the section below if you are applying for a specific role on the Board (e.g. Chair, Vice Chair, Treasurer or Secretary.)

## Section 5: Referees

Please give the names and contact details of two people willing to serve as your referees. If possible, one should be someone who knows you in a recent professional capacity (paid or unpaid.)

### First referee

Name	
Role	
Organisation (if applicable)	
Address	
Email	
Phone	
Capacity in which they know you	

### Second referee

Name	
Role	
Organisation (if applicable)	
Address	
Email	
Phone	
Capacity in which they know you	

## Section 6: Declaration

### Data Protection Statement

We will use the information you have provided and obtained from other relevant sources to process your application to become a Trustee of our charity, in accordance with requirements of the Data Protection Act 2018.

The lawful basis for processing this information is that in General Data Protection Regulation (GDPR) A – that you have given your consent. You can remove your consent by contacting Dalkeith CAB via the contact details on the front of this form.

We will use this information to administer the Trustee recruitment process including to obtain references and other relevant checks permitted by law. We will store and process the information securely, in line with our Data Protection Policy. Please see the full Board Privacy Policy, available at [www.DalkeithCAB.org.uk/privacy-policy](http://www.DalkeithCAB.org.uk/privacy-policy).

By signing this form, you are giving Dalkeith CAB consent to use the information for the purposes above.

### Qualification to act as a charity trustee

- I am willing to act as a charity trustee for Dalkeith & District CAB.
- I am not disqualified from being a charity trustee in terms of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act') – that is:
  - I am not an undischarged bankrupt
  - I have not granted a Protected Trust Deed (PTD)
  - I do not have an unspent conviction for an offence involving dishonesty
  - I do not have an unspent conviction for an offence under the 2005 Act
  - I have not been removed by the Court of Session under the 2005 Act (or earlier legislation) from being a charity trustee or being concerned in the management or control of any charity or body
  - I have not been removed from being a charity trustee by the Charity Commission or the High Court in England due to misconduct or mismanagement
  - I have not entered into an individual voluntary arrangement (IVA) to pay off debts with creditors. (This only applies to trustees living in England or Wales)
  - I am not disqualified from being a company director.

**Declaration:** I consent to my information being used as set out in the Data Protection Statement above and the Volunteer Privacy Policy. I affirm that I am qualified to act as a charity trustee, as set out in the Qualification statement above.

Name (printed)	Signed	Date
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