**Trustee Application Form**

Before filling out this application form, please refer to the Trustee Recruitment Pack. Please include a cover letter with this application form.

|  |  |  |
| --- | --- | --- |
| **Applicant name:** |  | |
| **Contact information**: | **Telephone:** |  |
| **Email:** |  |

|  |
| --- |
| **Experience, skills, knowledge** |
| Why would you like to take on the role of trustee and what attracts you to iSightCornwall and our purpose? |
|  |
| What general experience, skills and knowledge do you bring to the role? |
|  |
| If you are bringing any specialist knowledge and skills we are looking for, tell us about it here. |
|  |
| Is there anything else that you would like to add, that you think is relevant to your application? |
|  |

**References**

Please provide us with information on two referees. These should be people who know you professionally and can provide feedback on your suitability for the role.

We will not contact your referees unless the selection panel determines that you are the appropriate candidate for the position, and you have consented to being recommended to the board for appointment/co-option.

|  |  |
| --- | --- |
| **Referee 1** | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| In what context does this referee know you? |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| In what context does this referee know you? |  |

**Declaration**

**Data Protection Statement**

I consent to this information being processed and stored for the purpose of recruitment and selection at iSightCornwall, and if appointed, for the purposes of volunteering as a trustee at iSightCornwall.

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 appointed based on false information contained in this form, my appointment as trustee may be terminated.

**How we will use your information**

The information you give us on the application form will be used to help us decide whether to recruit you as a trustee – this is our ‘legitimate interest’ under data protection law. It will only be seen by staff or trustees involved in the recruitment process and will be stored securely.

If you are appointed as a volunteer trustee, we will retain your contact information to involve and support you. We will also collect additional information, such as emergency contact details, and over time records of training, support meetings and where relevant, appraisals. This information will be kept securely. The only people to have access to it will be those who are involving and supporting you as a trustee.

All use of applicant’s information will be relevant to their involvement, and may include:

* Contacting applicants when necessary.
* Making reasonable adjustments to improve accessibility.
* Monitoring statistical details of our applicants.
* Providing ongoing support to applicants.
* Addressing problems or complaints.

**Please mark this box to confirm you agree to the above declaration:**

**To apply**

Please return this form, alongside a copy of your covering letter to business@isightcornwall.org.uk or post for the attention of Danielle Palattao, iSightCornwall, The Sight Centre, Truro TR1 2DP. If you prefer to get this form via email, please let us know.

If you require any support please contact Danielle Palattao, Business Support Manager at dpalattao@isightcornwall.org.uk or phone 01872 261110.