**Trustee Application Form**

Thank you for your interest in being a Trustee at Calvert Exmoor.

To officially apply, this form should be completed along with providing a letter and CV.

We recognise that it’s not always possible to complete a form, so we invite everyone interested to contact  
Will Vandersteen about applying via video or audio, or to request this information in a different format.

**Will Vandersteen, Chair of the Nominations Committee:**

**Email: wllmvnd@aol.com  
Tel:** **07811 288917**

The information you provide is strictly confidential. We welcome applications from people of all abilities, backgrounds, and communities. Calvert Exmoor abides by the Data Protection Act 2018 and operates an Equals Opportunities policy.

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| **Personal Details** | |
| Surname: | |
| Title (Miss/Mrs/Mr/etc) | Forenames: |
| Address:  Post Code: | |
| Occupation:  **Please include your CV with this application form** | |
| Email: | Date of Birth: |
| Tel: (Home) | Tel: (Mobile) |

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| **Which skill or area of experience do you think you will bring to the Board of Trustees? (Please indicate P as a primary skill/experience or S as secondary)** | | | |
| Board Leadership (Chair / Vice Chair) |  | Commercial/ Income Generation |  |
| Project Management |  | Human Resources |  |
| Commercial/Marketing/ PR |  | Medical |  |
| Business Systems/ Technology |  | Experience of, or have a disability |  |
| Property Development |  | Charity Management and Regulations |  |
| Legal |  | Sector Knowledge (Hospitality) |  |
| Estates Management |  | Sector Knowledge (Activities) |  |
| Fundraising (Networking, sponsorship, grants) |  | Accounting |  |

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| **Other Voluntary Work**  Please give details of other voluntary or Trustee activities you have performed previously. |

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| Please indicate why you want to become a Trustee and how you think your own skills and experience would enable you to fulfil the role of a Trustee. Please include the time commitment you will be able to give as a Trustee. |

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| **References**  Please give details of two people who would be willing to provide a reference | |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| Email: | Email: |

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| Personal Declaration |
| **Trustee applicant’s declaration of eligibility:**  I declare that:   * I am over age 18. * I am not an undischarged bankrupt. * I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission or been stopped from acting in a management position. * I am not under a disqualification order under the Company Directors' Disqualification Act 1986. * I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent), and consent to an enhanced DBS check as part of the recruitment process. * I have not entered a composition or arrangement with creditors, or have an individual voluntary arrangement (IVA) and I am not on the Insolvency Service Register * I undertake to fulfil my responsibilities and duties as a Trustee of Calvert Exmoor in good faith and in accordance with the law and within Calvert Exmoor’s objectives/mission and Code of Conduct for Trustees. * I do not have any financial interests in conflict with those of Calvert Exmoor (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it. * I have read the Charity Commission guidance on Automatic Disqualification, and this does not apply to me.  |  |  | | --- | --- | |  |  | | Signature | Date | |

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Description automatically generated**

# Official contact on behalf of Calvert Exmoor Trustees, Will Vandersteen, Chair of the Nominations Committee Email: wllmvnd@aol.com

Charity No. 1005776

By submitting this application form to Calvert Exmoor, you are consenting to the processing and storage of your personal data in order that you can progress through our Trustee recruitment process. We will never sell your data, however we are obliged by law to inform you that, should we be required to, we may share your data with external agencies. This may include but is not limited to Acevo / UCheck (a service for managing and processing Disclosure & Barring Service clearance applications) and other government agencies. We will also, as required, contact those individuals named as your referees to confirm your suitability for the role as Trustee. Your data will only be used for your Trustee role and to comply with our statutory and legal obligations. If your application is unsuccessful, we will retain your information for 12 months; after this date it will be safely destroyed. If your application is successful, we will retain your information for the duration of your commitment and up to 6 years after you cease volunteering. Please refer to Calvert Exmoor’s GDPR Compliance policies for more information.