

Apply to be a Trustee with CAPITAL Project Trust

Application Form

----------------------------------------------------------------------------------------------------------------

|  |  |  |
| --- | --- | --- |
| \*Name: | | Year of Birth: |
| \*Address: | Email: | |
| Phone number: | |

\* Your Name and Address as it appears on the Electoral Register.

Company Secretary to detach this section.   
Send only the lower section to the Trustees Interview Team.

**----------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
|  | Name: |
|  | Are you a CAPITAL member? Yes / No |

Before completing this form, please read through the Trustee Role description, The Essential Trustee ‘Jigsaw’ guide and the Charity Commission CC3a guide in your application pack.

Think about your skills and experience (personal/professional/volunteering) you can use to show us how you will be able to meet the responsibilities of a Trustee.

|  |
| --- |
| Why would you be a good Trustee? (Maximum of 300 words in 7 sections ) |
| Tell us about your skills, experience and what you’re passionate about.  Remember to include some examples of how you meet the following:   * Read, understand and adhere to documents either independently or with support * Be able to communicate * Have basic computer skills or a willingness to learn with support * Work as a team with fellow trustees * Uphold confidentiality * Participate in Board meetings (group discussions) |
|  |

[**The Essential Trustee**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544220/Jigsaw.pdf)

There are 6 essential duties a Trustee needs to carry out, in the boxes below please write a few sentences telling us about your skills/experience carrying these out.

Use the Essential Trustee Guide (jigsaw version) and if necessary for a more in-depth guide use the Charity Commission CC3a guide.

The Trustee Role Description document in your application pack has more information you may find helpful.

|  |  |
| --- | --- |
|  | How will you make sure CAPITAL as an organisation is doing what it is meant to do?  *What will guide you and what information will you take into account* |
|  | |

|  |  |
| --- | --- |
|  | How will you make sure CAPITAL is complying with the law?  *If you have experience in finance, legal compliance, people management (HR) or as a Trustee in another organisation tell us here* |
|  | |

|  |  |
| --- | --- |
|  | **How will you act in CAPITAL’s best interest?**  *Tell us about times you have made decisions based on the views of others and/or information that guided you* |
|  | |

|  |  |
| --- | --- |
|  | **How will you ensure CAPITAL’s resources (money, staff, buildings) are used responsibly?**  *Tell us about how you think about the best way to use money, staff skills and buildings* |
|  | |

|  |  |
| --- | --- |
|  | **What skills do you feel you have which will help you act with care and consideration?**  *Tell us about a time when you have had to support others to make difficult but responsible decisions* |
|  | |

|  |  |
| --- | --- |
|  | **How will you help ensure CAPITAL meets its legal and contractual responsibilities?**  E.g.  Making sure –  Accounts are accurate and reported  Services are of high quality  Members views are being considered  *Tell us if you have legal compliance experience or how you will build & maintain positive relationships with members* |
|  | |

Please complete this form online, or otherwise send your completed Application form and Conflict of interest form to [roy.davies@capitalcharity.org](mailto:roy.davies@capitalproject.org) and to companysecretary@capitalcharity.org

If you have any questions or would like support to apply, please contact Roy Davies - [roy.davies@capitalcharity.org](mailto:roy.davies@capitalproject.org) Chair of CAPITAL Trustees.

You will hear back from us within a fortnight. We will invite you to an informal interview with current Trustees and the Chief Executive where a decision will be made as to your suitability.

If you are successful, we will take you through the next steps to welcome you on board at our Annual General Meeting (AGM) in August.

You will need to prepare a one page Statement to go out in the August mailing to the CAPITAL member voters, send this by July 25th.

Should you not have the right skill set feedback will be provided so you know what you can do to be successful in the future.

All unsuccessful applicants will be welcome to apply again in the future.