

**HIGHAM HALL COLLEGE  
and  
HIGHAM LEARNING LIMITED**

**TRUSTEE APPLICATION FORM**

<b>SURNAME:</b>	<b>FORENAMES:</b>
<b>Home Address:</b>	<b>Home Telephone:</b>
<b>Post Code:</b>	<b>Other/Mobile:</b>
	<b>Email:</b>

Do you hold a full current Driving licence?                      Yes       No

Do you consider yourself to be a disabled person?              Yes       No

**REFEREES**

Please give details of two professional people to whom you are not related.

<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email:</b>	<b>Email:</b>

**DECLARATION**

There are legal restrictions on who may be a charity Trustee.

1. I am over the age of 18.
2. I am not a discharged bankrupt.
3. I do not have an unspent conviction for an offence involving deception or dishonesty.
4. I have not been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement.
5. I have not been disqualified under the Company Directors Disqualification Act 1986.

**Declaration Signed:**.....**Dated:**.....

## QUALIFICATIONS

### Education

Name & Location of establishment	From	To	Qualifications

### Membership of Professional Organisation/Institutions

Name	Date Attained	Membership Status	By Examination Yes / No

### VOLUNTARY WORK (most recent first – please use an additional sheet if necessary)

Name & Location of Organisation	Period		Position & Main Responsibilities
	From	To	

**EMPLOYMENT** (current/most recent first)

Name & full Address of Employer	Period		Job Title & Main Responsibilities
	From	To	

**On a scale of 1-5 (low to high) indicate your degree of expertise/experience in the following areas**

Accountancy		Fundraising		Knowledge of Voluntary Sector	
Administration		Governance		Legal	
Budgeting		Human Resources		Management Skills	
Business Planning		IT Literacy		Marketing	
Campaigning/Lobbying		Knowledge of Adult Education		Media/PR	
Committee Procedures		Knowledge of Curriculum Development		Organisational Development	
Community Engagement		Knowledge of the Education Sector		Partnership Working	
Customer Service		Knowledge of Local Community		Public Speaking	
Disability Issues		Knowledge of Premises Management		Research	
Events Management		Knowledge of Private Sector		Risk Assessment	
Financial		Knowledge of Public Sector		Training	

What other experience or skills do you feel you could offer?

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Are there any particular areas of Higham's work you would like to become more involved in?

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What is your motivation to become a Trustee?

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**Application Signed:** ..... **Dated:** .....

Please return the completed application form, marked CONFIDENTIAL, to:  
 George Coke, Principal, Higham Hall College, Bassenthwaite Lake, Cockermouth, Cumbria CA13 9SH  
 george.cooke@highamhall.co.uk