**Application Proforma**

**Fife Alcohol Support Service: Trustee Recruitment 2024**

*Please complete, expanding the document as appropriate.*

Section 1: Personal Information

Full Name:

Address:

Email Address:

Phone Number:

Preferred Contact Method:

☐ Email

☐ Phone

Section 2: Employment and Experience

Current Occupation:

Employer:

Brief Description of Role:

[Briefly describe your job responsibilities and relevant experience]

Previous Relevant Experience:

[List any relevant work or voluntary positions held, focusing on governance, leadership, or community engagement]

Do you have previous experience as a trustee?

☐ Yes

☐ No

If yes, please provide details:

[Name of organisation, role, and duration]

Section 3: Motivation and Skills

Why do you want to become a trustee for our organisation?

[Provide a brief explanation of your interest in the trustee position and alignment with the organisation's mission

What skills or expertise can you bring to the role?

☐ Governance/Leadership

☐ Financial Management

☐ Fundraising

☐ Legal/Compliance

☐ Marketing/Communications

☐ Strategic Planning

☐ Other: [Specify]

Please elaborate on your relevant skills:

[Provide examples or experiences demonstrating your expertise in the selected areas]

Section 4: Availability and Commitment

Are you able to commit to attending regular board meetings and contributing time outside meetings as required?

☐ Yes

☐ No

Do you have any potential conflicts of interest?

☐ Yes

☐ No

If yes, please provide details:

[Describe any existing or potential conflicts of interest]

Section 5: References

Please provide the names and contact details of two references who can speak to your suitability for the trustee role.

Reference 1:

Name:

Relationship:

Phone:]

Email:

Reference 2:

Name:

Relationship:

Phone:

Email:

Section 6: Declaration

I hereby declare that the information provided in this application is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Statement**

Considering the attributes we are seeking, please give a short statement in support of your application. Max 250 words