TRUSTEE APPLICATION FORM

YOUR VOTE... OUR FUTURE

CIOB
THE CHARTERED INSTITUTE OF BUILDING

BEFORE COMPLETING THIS FORM YOU SHOULD FAMILIARISE YOURSELF WITH THE INFORMATION CONTAINED IN THE TRUSTEE POSITIONS – GUIDELINES FOR APPLICANTS.

Applicant's Name

Applicant's Declaration

I

hereby apply for the role of Trustee. As a Fellow / Member of the CIOB I can confirm my undertaking to comply with the Rules and Regulations of Professional Competence and Conduct.

If elected or selected to the Board of Trustees, I agree to serve on the Board for a term of 3 years.

I declare that the statements on this form and in the accompanying documentation are true.

Signature: Date:

If completing this application by post, please send to:

Trustee Recruitment, CIOB, 1 Arlington Square,
Downshire Way, Bracknell, Berkshire RG12 1WA

Tel: +44 (0) 1344 630710

Email: trusteerecruitment@ciob.org.uk

Important

THIS APPLICATION MUST BE RECEIVED BY THE CIOB NO LATER THAN
12 NOON ON FRIDAY 9 JANUARY 2015

1. This form must be completed within the maximum words stated for each section.
2. Please use the accompanying Guidelines as a guide for filling in this application form.
3. If you have any difficulties with the form, please email trusteerecruitment@ciob.org.uk. Please note the only guidance given on the completing of the form is that within the 'Guidelines' document.

Rules

All applicants for the Trustee roles must be current **Corporate Members** of the CIOB.

All elements of this process are overseen by the Nominations Committee and its final decision is binding.

If you would like further feedback about either the application form or telephone interview then you may request this once the process is complete.

The CIOB Secretariat will maintain a blind-marking Scheme until the assessment of all written applications is complete. Each application will be marked by 2 members of the Nominations Committee. If on review by the Secretariat there is a difference between the 2 marks or the application is borderline, a third marking will be carried out. **Only the information on the application form will be assessed.**

If you are unhappy or wish to make a complaint about any aspect of this written application process, you should contact trusteerecruitment@ciob.org.uk.

Please note – complaints can only be made in relation to the process and not the decision of the Nominations Committee.

The 'Guidelines for Applicants' document is available for assistance with the completion of this form and with the recruitment process.

PERSONAL DETAILS

CIOB
THE CHARTERED INSTITUTE OF BUILDING

Membership no.: Corporate membership class:

Title: Forename:

Surname:

Address:

City:

County:

Country:

Postcode:
(if applicable)

Email:

Home Tel: ☐ Preferred contact number?

Mobile Tel: ☐ Preferred contact number?

Work Tel: ☐ Preferred contact number?

Due Diligence	**Yes**	**No**
Unless the conviction is spent, have you been convicted of an offence involving deception or dishonesty?	☐	☐
Have you become a discharged bankrupt or, are you the subject of a bankruptcy restriction order or have any bankruptcy restrictions against you?	☐	☐
Have you ever made a composition order, an arrangement with creditors or granted a trust deed which has not been discharged?	☐	☐
Have you previously been removed from trusteeship of a charity by a Court, the Commissioners or any other authority?	☐	☐
Are you under a disqualification order under the Company Directors Disqualification Act 1986 or the subject of an equivalent disqualification undertaking?	☐	☐

SECTION A – EMPLOYMENT HISTORY

State your career resume. (Max 100 words) If successful this will be used in the election brochure.

State your current employer, job role and responsibilities. (Max 100 words)

Any relevant memberships, board level positions or qualifications held? (Max 150 words)

SECTION B – SPECIAL SKILLS

The Board of Trustees as a whole must possess the skills listed below. Candidates are not expected to possess all or any given number of skills. The information gathered here will not be used to inform the election process but may be used at a later date during the selection process.

Please mark the specialist skills you possess at the level you consider your knowledge or experience of those to be (1=very good, 5=none). Please give an example of how this skill is used in your current role.

Skill	**1**	**2**	**3**	**4**	**5**
Setting targets, monitoring and evaluating performance and programme in commercial and non-profit organisations	☐	☐	☐	☐	☐
Example:					
Public Relations / Communication / Marketing	☐	☐	☐	☐	☐
Example:					
Financial Management	☐	☐	☐	☐	☐
Example:					
Education	☐	☐	☐	☐	☐
Example:					
Serving the public interest	☐	☐	☐	☐	☐
Example:					
Strategic Planning	☐	☐	☐	☐	☐
Example:					
Policy Development	☐	☐	☐	☐	☐
Example:					
Governance	☐	☐	☐	☐	☐
Example:					

Skill	1	2	3	4	5
Risk Management	☐	☐	☐	☐	☐
Example:					
Understanding the International Construction Industry (experience or knowledge of various construction industries outside of own location)	☐	☐	☐	☐	☐
Example:					
Political / Local Government Knowledge	☐	☐	☐	☐	☐
Example:					
Lobbying	☐	☐	☐	☐	☐
Example:					
Diversity	☐	☐	☐	☐	☐
Example:					
Legal	☐	☐	☐	☐	☐
Example:					
Awareness of Student Issues	☐	☐	☐	☐	☐
Example:					

SECTION C

For any help or guidance with the topics in this section, please refer to the Guidelines.

Understanding of CIOB

Describe a situation in which you have shown understanding of the aims and objectives of the CIOB and been committed to their delivery? What was the situation? And what was the outcome? (Max 300 words)

Useful link: www.ciob.org/about

Understanding the nature of the CIOB in a global role

Describe your understanding of what the CIOB's role is or should be?
What does the CIOB represent? (Max 300 words)

Useful link: www.ciob.org

Understanding of Trusteeship

Describe your understanding of the duties and liabilities of being a Trustee. (Max 300 words)

Useful link: www.charitycommission.gov.uk and their publication CC3.

Policy Development

When has it been important in your professional life to develop and implement a policy?
How did you approach this and were the objectives achieved?' (Max 300 words)

Managing Performance

When have you taken responsibility for ensuring delivery of a project or change programme?
What performance measures did you use and how did you monitor, evaluate and deliver the objectives?
How did you use these performance measure to ensure effective delivery? (Max 300 words)

Learning and Development

(As part of the CIOB Rules and Regulations of Professional Competence and Conduct, members are required to undertake sufficient study and personal development to fulfil their professional obligations, and be able to provide evidence of their continual professional development as required).

How do you evaluate and plan your learning and development and that of your team? (Max 300 words)

SECTION D – PERSONAL STATEMENT

State why you wish to be a Trustee of the Institute (Max 140 words). If successful, this will be used within the election brochure.

Do you wish your details to be retained for future vacancies? (Previous applications can be requested)	Yes	No
	☐	☐

Thank you for taking the time to complete the written application form.