



Public Appointments

APPLICATION FORM

Northern Ireland Fire & Rescue Service

4 Non-Executive Members (NIFRS 1/17)

Closing Date – noon on Thursday 26 October 2017

Official use only

Date received:	
Time:	
Official's Name & Date:	



APPLICATION FORM - NIFRS 1/17

TWO NON-EXECUTIVE LAY MEMBERS, ONE NON-EXECUTIVE TRADE UNION MEMBER & ONE NON-EXECUTIVE DISTRICT COUNCILLOR MEMBER TO THE BOARD OF NORTHERN IRELAND FIRE & RESCUE SERVICE

Your Application Form is in three parts. The closing date for the return of completed application forms is strictly 12 Noon on Thursday 26 October 2017. Late applications will not be accepted.

PART A: PERSONAL INFORMATION

- To ensure equality of opportunity for everyone, applicants must comply with the word limits that have been set for relevant sections of this form. Additional information beyond this word limit will not be considered by the selection panel.
- Typewritten or electronic versions of the application form are welcome and should be completed in a minimum font size of 12.
- **3000 character** maximum per criterion.
- Handwritten applications should be completed using **black ink**.
- If your application is submitted by e-mail, and it is not your personal email, we will require you to sign Part C if invited to interview.
- Please do not staple, tape or stick additional information to this form. CVs, letters or any other supplementary material in place of or in addition to the completed application form will **not** be accepted.
- We would advise you to retain a copy of your application form for your own information.
- Applications will not be examined until after the closing date.

Please send your completed application to:

Juliette McCutcheon

Appointments & Business Unit
Department of Health
Room D.1 Castle Buildings
Stormont Estate
Belfast BT4 3SQ

Or by email to: public.appointments@health-ni.gov.uk

1. PERSONAL DETAILS

Title (Prof/Dr/Mr/Mrs/Ms/etc):	
Surname:	
Forename(s):	
Former surname(s) (if any):	
National Insurance Number:	

2. CONTACT TELEPHONE/EMAIL

Address:	
Town:	
County:	
Postcode:	
Day Telephone No (include STD code):	
Mobile:	
E-mail address:	

**Please indicate which post(s) you would like to apply for:
Multiple posts may be applied for using a single application form**

Non-Executive Lay Member

Non-Executive Trade Union Member

Non-Executive District Councillor Member

3. PUBLIC APPOINTMENTS – please list all current appointments giving the name of the public body, the position held, the length of the appointment and any remuneration paid.

Public Body	Position Held	Dates		Remuneration
		From	To	

Have you ever been a member of this Board? Yes No

If you have previously served on the NIFRS Board please indicate when and the positions held.	Position Held	From	To

4. CURRENT EMPLOYMENT & COMMITMENTS

Please give details of your current commitments including any employment / self-employment. This information is to help ensure that any potential conflicts of interest are highlighted. It will not be used in determining your competence under the selection criteria.

Organisation		Organisation	
From		From	
Address		Address	
Postcode		Postcode	
Telephone No		Telephone No	
E-mail address		E-mail address	
Position/Main Responsibilities		Position/Main Responsibilities	

5. VOLUNTARY WORK

Please give details of any voluntary work you are currently involved in. This information is to help ensure that any potential conflicts of interest are highlighted. It will not be used in determining your competence under the selection criteria.

Organisation		Organisation	
From		From	
Address		Address	
Postcode		Postcode	
Telephone No		Telephone No	
E-mail address		E-mail address	
Position/Main Responsibilities		Position/Main Responsibilities	

6. OTHER INFORMATION

- Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974?
- Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending?
- Have you ever been adjudged bankrupt or made a composition or arrangement (such as those set out in Note 1 below) with your creditors over the past 10 years?
- Were you dismissed from any public office over the past 10 years?
- Have you ever been disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential Directors disqualification?
- Are you or have you been a director, partner or manager of a company which has gone into liquidation, receivership or administration?

Please tick as appropriate

Yes

No

If you ticked yes please provide details below.

Note 1

- Individual Voluntary Arrangements (IVAs) and Fast-Track Voluntary Arrangements (FTVAs);
- Bankruptcy Restrictions Orders or Undertakings (BROs/BRUs);
- Debt Relief Orders (DROs); and
- Debt Relief Restrictions Orders or Undertakings (DRROs/DRRUs).

7. GUARANTEED INTERVIEW SCHEME (GIS)

The Department will operate the Guaranteed Interview Scheme (GIS) if it decides to limit the number of applicants it invites for interview due to an extremely high volume of applications.

The aim of the GIS Scheme is to provide applicants with a disability, who demonstrate that they meet the criteria for the post, a guaranteed invitation to interview.

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who has, or has had in the past, a physical or mental impairment which has had a substantial adverse long term effect on their ability to carry out normal day to day activities.

Please ✓ the box below if you wish to be considered under the Guaranteed Interview Scheme.

GIS Declaration

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme. I understand that a false declaration of a disability in order to obtain an interview will invalidate my application.

8. Reasonable Adjustments

Please let us know, in the box below, if you require any reasonable adjustments, or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview process.

APPLICATION FORM

PART B: SKILLS, KNOWLEDGE AND EXPERIENCE

This Application Form is in three parts. The closing date for the return of completed application forms is strictly 12 Noon on 26 October 2017. Late applications will not be accepted.

- Only those applicants who appear, from the information provided, to be the most suitable in terms of the published selection criteria will be called for interview.
- It is your responsibility, to demonstrate clearly on your application form, how you satisfy the published selection criteria.
- It is essential that you provide evidence of how you meet each of the relevant selection criteria, giving examples and specifying exact dates as appropriate. Remember, skills, knowledge and experience can be acquired in a variety of ways including work, on a voluntary basis or in a personal capacity.
- It is not sufficient to simply list the various posts that you have held. The selection panel **will not** make assumptions as to your skills, knowledge and experience.
- If **all sections** of the application form are not completed in full, your application will be **EXCLUDED**.
- You must restrict your examples for each criterion to the stipulated 3000 character limit. Any characters over the limit will not be considered by the panel.
- If the layout is changed or altered in any way, your application will be **EXCLUDED**.
- Supplementary material such as CVs or testimonials will not be considered and should not be provided.

9. SELECTION CRITERIA - SKILLS, KNOWLEDGE AND EXPERIENCE

The remainder of the application form provides an opportunity for you to demonstrate that you have the skills, knowledge and experience set out in the **Person Specification**. Address each of the criteria in turn, **using specific evidence to support your statements**. *The criteria are all of equal weight.*

This is a very important part of your application. Please demonstrate how you meet the each of the criteria below. Applicants must provide details of their roles and responsibilities providing evidence by way of examples. Examples can be provided from your professional experience, voluntary sector experience or from your personal life.

9.1 Criterion 1: Strategic Thinking (Maximum 3000 characters)

Drawing on either your working life or personal life provide specific examples that demonstrate an understanding of collective decision making and good governance practice within an organisation within the voluntary, public or private sector. Provide clear evidence of a scrutiny and oversight role of business objectives to achieve successful outcomes.

9.2 Criterion 2: Corporate Governance and Accountability (Maximum 3000 characters) Drawing on either your working life or personal life please provide an example that demonstrates a commitment to or understanding of corporate governance and accountability. Provide a clear example to demonstrate your knowledge and understanding of the elements within good corporate governance practice including confidentiality and how you have been involved in ensuring this within an organisation in the voluntary public or private sector.

9.3 Criterion 3: Stakeholder Engagement (Maximum 3000 characters) Drawing on either your working life or personal life, provide specific examples of how you have established effective relationships inside and outside organisations or in partnership between different organisations.

9.4 Criterion 4: Self Awareness and Personal Contribution (Maximum 3000 characters) Drawing on either your working life or personal life please provide an example of how you have managed conflict to reach consensus and ensured that your view has been heard. Demonstrate by way of example how you have used right judgement and impartiality to maintain your position on an issue which has divided opinion.

PART C: PROBITY, CONFLICTS OF INTEREST & DECLARATION

10. PROBITY AND CONFLICTS OF INTEREST

Before you complete this section, it is important that you read the guidance on probity and conflicts of interest contained in your information pack. You will also be asked at interview to declare whether or not you are involved, or have been involved, in activities that could call into question your own reputation and/or damage the reputation of the body to which you are applying.

Have you, your partner or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have applied?

Yes

No

Have you been involved in activities that could call into question your own reputation and/or damage the reputation of this organisation?

Yes

No

If you answered **yes** to any of the questions above, please provide details below

Any potential probity issues or conflicts of interest detailed above or of which the panel is aware will not prevent you from being called for interview but will be explored with you at that time to establish how you would address the issue should you be successful in your application.

**Please confirm by ticking the box that you are prepared to abide by the seven principles of public life?
(Please see Annex B of the Information Pack)**

11. DECLARATION

I declare that the information I have given in support of my application is true and complete to the best of my knowledge, is an accurate reflection of my own individual experience, personal achievements and undertakings and all statements contained therein relate to me personally.

I have read the information pack and understand my responsibilities in relation to statutory disqualifications and public appointments. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of office which would render any such statements untrue, then my tenure of office may be terminated. In addition, I undertake that, if appointed, I must raise with the Chief Executive/Chairperson of the public body any probity or conflict of interest issues that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I understand and accept that the information I have provided in this form will be processed by the Department of Health, in accordance with its Data Protection Registration, for the purposes of making public appointments. This may involve disclosing information to other Government Departments, the Commissioner for Public Appointments for Northern Ireland and anonymously in response to Parliamentary Questions and other enquiries. I understand that information provided on my monitoring form will be analysed independently by staff in the Northern Ireland Statistics and Research Agency for statistical purposes only and will be treated in strictest confidence. I also understand and accept that, if appointed some of the information contained in my application will be used for a Press Release and my name will be published in the Public Bodies Report. Furthermore if successful, my information will be kept by the Department for the length of time of my appointment plus seven years and if unsuccessful my information will be destroyed two years after the date of appointment of the successful candidate, in line with NICS policy.

I have read the leaflet entitled "CPANI, The Commissioner for Public Appointments Northern Ireland" along with the additional guidance on "Probity and Conflicts of Interest" at Annex B of the Information Pack and have completed Point 10 of this form accordingly.

Signature:

N.B. A signature is not required if sent from a personal email account

Print Name:**Date:**