# Health-trilingual-high-res

**Public Appointments**

**APPLICATION FORM**

**NORTHERN IRELAND PRACTICE**

**& EDUCATION COUNCIL**

**for nursing & midwifery**

**(nipec 1/22)**

**Non-EXECUTIVE members**

**(6 x REGISTRANT)**

**Closing Date – 12 Noon BST on 21 September 2022**

Official use only

|  |  |
| --- | --- |
| Date received: |  |
| Time: |  |
| Official’s Name & Date: |  |



**The closing date for the return of completed application forms is:**

**12 Noon BST on 21 September 2022**

**Late applications will not be accepted**

**Notes for Completion**

* Your application form is in three sections (A, B & C). **You must complete all three.** Failure to complete all relevant sections will result in your application being **excluded**.

* You must not amend the form in any way.
* Typewritten or electronic versions of the application form are welcome and should be completed in a **minimum font size of Arial 12**, single line spacing.
* Handwritten applications should be completed using **black ink and block capitals**.
* If your application is submitted by e-mail, and it is not your personal e-mail, 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.

As the office is currently not staffed due to the impact of Covid-19, you are encouraged to return your completed application via e-mail to:

public.appointments@health-ni.gov.uk

If you are unable to e-mail your application, and wish to post or hand-deliver it, please ensure you leave sufficient time for it to be received by the deadline and that your application is signed and dated. The office address is as follows:

Public Appointments Unit

Department of Health

Room 16, Annexe 1, Castle Buildings

Stormont Estate

Belfast

BT4 3SQ

**PART A: PERSONAL INFORMATION**

1. **PERSONAL DETAILS**

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

1. **CONTACT DETAILS**

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

**BACKGROUND INFORMATION**

**3. CURRENT PUBLIC APPOINTMENTS**

**Please list all current appointments below. This must include details of appointments held outside Northern Ireland.**

| **Public Body & Appointing Department** | **Position Held** | **Period of Appointment****(Start – End Dates)** | **Time Commitment** | **Remuneration** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Have you ever been a member of the NIPEC Board? Yes No

If you have answered yes please give details below:

|  |  |  |
| --- | --- | --- |
| Position Held | From | To |
|  |  |  |

**4a. CURRENT EMPLOYMENT & COMMITMENTS**

Please give details of your current commitments including any employment /self-employment. This must include details of those held outside Northern Ireland. 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 essential selection criteria.

**You do not need to include details of current public appointment position you hold if this information has been provided at Section 4.**

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box) |  |
| Time Commitment |  |

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box)  |  |
| Time Commitment |  |

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box) |  |
| Time Commitment |  |

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box) |  |
| Time Commitment |  |

**4b. CURRENT & FORMER NICS EMPLOYEES**

Are you currently or have you been an employee of Yes No

the Northern Ireland Civil Service (NICS)

within the last two years?

If you have answered yes, please give details of the last position you held in the table below, and refer to **Section 6.9 of the Information Booklet** to ensure compliance with the **NICS Code of Conduct**.

|  |  |
| --- | --- |
| Department |  |
| Position/Grade |  |
| Dates From/To |  |

**5. HOW WERE YOU MADE AWARE OF THIS OPPORTUNITY?**

|  |  |
| --- | --- |
| DoH Website |  |
| DoH Mailshot |  |
| Newspaper (please give name of publication) |  |
| DoH Public Appointments Newsletter |  |
| NI Direct Website |  |
| CPANI Website |  |
| Other Website (please specify) |  |
| Social Media e.g. Twitter, Facebook, LinkedIn (please specify) |  |
| The Executive Office ‘All Aboard’ ezine |  |
| Word of Mouth |  |
| Elsewhere (please specify) |  |

1. **VOLUNTARY WORK**

Please give details of any voluntary work you are currently involved in. This must include details of work done outside Northern Ireland. 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 essential selection criteria.

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box) |  |
| Time Commitment |  |

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box) |  |
| Time Commitment |  |

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box) |  |
| Time Commitment |  |

|  |  |
| --- | --- |
| Organisation |  |
| Dates From/To |  |
| Position |  |
| Main Responsibilities(please keep within box) |  |
| Time Commitment |  |

**BACKGROUND INFORMATION**

1. **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).

PART B: SKILLS, KNOWLEDGE AND EXPERIENCE

**Part B Notes for Completion**

* Only those applicants who appear, from the information provided, to be the most suitable in terms of the published essential selection criteria will be called for interview.
* It is your responsibility, to demonstrate clearly on your application form, how you satisfy the published essential selection criteria.
* It is essential that you provide **evidence** of how you meet each of the relevant essential selection criteria, **giving examples** (including dates where appropriate e.g. dates from/to). 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.
* Please note that failure to complete all relevant sections will result in your application being **excluded**.
* To ensure equality of opportunity for everyone, applicants must comply with the word limits that have been set for relevant sections of this form.
	+ 300 words for each Essential Criterion

Any words over this limit will be redacted by Public Appointments Unit and will not be seen by the panel.

* **You must not alter the format and layout of your application form.**
* Supplementary material such as CVs or testimonials **will not** be considered and should not be provided.
1. **ELIGIBILITY AND ESSENTIAL CRITERIA - SKILLS, KNOWLEDGE AND EXPERIENCE**

**Eligibility**

The following are the specific eligibility requirements for the NIPEC Non-Executive Member post:

 **Registrant Member –** must be a registered nurse or midwife currently on the Nursing & Midwifery Council (NMC) Register. Applicants for this position are ineligible to apply for the Lay positions.

**Please enter the renewal date for your NMC registration in the box below.**

**Essential Criteria**

The remainder of this section of the application form provides an opportunity for you to demonstrate that you have the skills, knowledge and experience required for the position(s). Address each of the essential criteria in turn, using specific evidence to support your statements.

**This is a very important part of your application.**

Examples of the type of evidence that the Panel will look for to demonstrate how you meet each criterion are set out at **Section 4 of the Information Booklet (Person Specification).** You will not be expected to demonstrate that you meet all of the examples listed under each criterion.

Guidance on the Criteria Based Selection Process is available at **Annex B of the Information Booklet.**

**8.1 Essential Criterion 1: Strategic Thinking (maximum 300 words)** – by way of practical examples, provide evidence that demonstrates your ability to see the big picture and oversee and maintain strategic direction during a period of change.

**8.2 Essential Criterion 2: Corporate Governance (maximum 300 words) –** drawing on either your working life or personal life, please provide examples that demonstrate experience or knowledge of corporate governance, demonstrating personal awareness of the importance of effective governance.

**8.3 Essential Criterion 3: Collaborative Working (maximum 300 words)** – by way of practical examples, provide evidence that demonstrates how you proactively create, maintain and promote a strong network of collaborative relationships within and outside an organisation or in partnership between organisations to produce a desired result.

**PART C: PROBITY, CONFLICTS OF INTEREST & DECLARATION**

**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 Booklet. 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? (attached at Annex C of the Information Pack)** |  |

**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 Booklet 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 Chair 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 [[1]](#footnote-1)Public Appointments Privacy Notice and in line with Data Protection, for the purposes of making public appointments. This may involve disclosing information to other Government Departments e.g. for statistical purposes with NI Statistics and Research Agency, the Commissioner for Public Appointments for Northern Ireland and anonymously in response to NI Assembly Questions and other enquiries. I also understand and accept that, if appointed, my name will be published on the Department of Health’s website. In addition, if appointed some of the information contained in my application will be used for a Press Release. 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 three 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](https://www.publicappointmentsni.org/publications#toc-4)” along with the additional guidance on “Probity and Conflicts of Interest” at **Annex C** of the Information Booklet and have completed Point 9 of this form accordingly.

|  |  |  |
| --- | --- | --- |
| **Signature:** |  | If your application is submitted by an e-mail, other than your personal email, we will require you to sign here if invited to interview. |
|  |  |
| **Print Name**: |  |
|  |  |
| **Date:** |  |

1. [Public Appointments Unit - Privacy Notice | Department of Health (health-ni.gov.uk)](https://www.health-ni.gov.uk/publications/public-appointments-unit-privacy-notice) [↑](#footnote-ref-1)