

**DEPARTMENT FOR THE ECONOMY**

**PUBLIC APPOINTMENT**

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| **APPLICATION FORM**  **APPOINTMENT OF MEMBERS TO THE GOVERNING BODY OF**  **SOUTH EASTERN REGIONAL COLLEGE** |

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| **C**  **CLOSING DATE: Noon, Tuesday 28th January 2020** |

**Neil Hempton**

**Further Education Corporate Governance and Accountability Team,**

**3rd floor, Adelaide House, 39/49 Adelaide Street, Belfast BT2 8FD**

**Email:** [**FE.GovernanceAppointments@economy-ni.gov.uk**](mailto:FE.GovernanceAppointments@economy-ni.gov.uk)

**Telephone: 028 9025 7634 Text Relay: 18001 028 90257634**



Completed application forms should arrive not later than NOON (GMT) on   
Tuesday 28th January 2020.

If you need an application form in an alternative format or have any queries, please contact the Department as soon as possible using the contact details provided.

**Notes on completion:**

1. Read the application form and the Candidate Information Booklet carefully before completing the application form.
2. Typed or word processed applications are preferable. Complete the application form in Arial font at least size 12, or if completing in manuscript, please use legible block capitals in black ink.
3. Applications must be made using the appropriate form, within the spaces provided. Please do not staple, tape or stick additional information to the form. Additional pages will **not** be considered. **CVs will not be accepted.**
4. Please keep to the limit of 400 words per criterion. Any information over and above this will be redacted before being submitted to the selection panel.
5. Avoid using acronyms, complex technical detail etc where possible.
6. Please ensure that the application form is signed and dated. Typed or scanned signatures will be accepted.
7. We would advise you to retain a copy of your application form for your own information.

**Please note we are operating the Guaranteed Interview Scheme in this competition for applicants with a disability.**

The Department monitors the gender, age, ethnic origin, community background and disability of candidates to ensure that equal opportunity measures are effective. You are asked to complete these details in the attached monitoring form. On receipt of the application form, this information will be detached and held separately. It will not be made available to the selection panel and does not play a role in the decision making process.

All the information contained in the form is gathered, maintained, and processed strictly in accordance with our Data Protection Registration for public appointment purposes only.

**Please send the completed application form by post or e-mail or hand deliver to:**

Neil Hempton

Further Education Corporate Governance and Accountability Team

Department for the Economy

3rd floor, Adelaide House

39-49 Adelaide Street

BELFAST

BT2 8FD

Telephone: (028) 9025 7634

Text Relay: 18001 028 90257634

Email: [FE.GovernanceAppointments@economy-ni.gov.uk](mailto:FE.GovernanceAppointments@economy-ni.gov.uk)

The contact details above may also be used for any queries about the application form or the competition generally.

It is your responsibility to ensure that sufficient time is allowed for your application to arrive with the Department on or before the deadline.

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename(s)** |  |
| **Title (Prof/Mr/Mrs/Miss/Ms/Dr/Other)** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Address for Correspondence (if different from above)** |  |
| **Postcode** |  |
| **Home Telephone No** |  |
| **Mobile No** |  |
| **Daytime Telephone No** |  |
| **E-mail Address\*** |  |

|  |  |  |
| --- | --- | --- |
| How would you like us to contact you? (please indicate your preference) | By e-mail | By post |

\* Please note, unless otherwise directed, we will use this email address to contact you throughout the appointment process

**If you have previously served on the Governing Body of South Eastern Regional College, please give details in the table below:**

|  |  |  |
| --- | --- | --- |
| **College** | **From** | **To** |
|  |  |  |
|  |  |  |

**PUBLIC APPOINTMENTS – please list all current appointments giving the name of the sponsor department, the public body, the position held and the length of the appointment.**

**Public Appointments Currently Held**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sponsor Department** | **Name of Public Body** | **Position Held** | **Term of Office** |
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**ELIGIBILITY, SKILLS, KNOWLEDGE AND COMPETENCES**

The following pages provide an opportunity for you to demonstrate that you meet the eligibility criteria and that you have the skills, knowledge and competences required for the post set out in Section 3 of the Information Booklet (**Person Specification**). You should read this section carefully before completing the eligibility and essential criteria.

This part of the application form asks you to provide examples which demonstrate how you meet each of the selection criteria for this appointment. These can be from any area of your life. Address each of the criteria in turn, using specific examples to support your statements.

This is a very important part of your application. The evidence you provide will be considered by the selection panel to assess how well you meet the criteria and whether your application should proceed to the next stage of the selection process.

The panel will not consider an application if all essential criteria have not been completed.

Do not consider any one of the essential criteria to be less significant than another – they all have equal weighting as part of the selection process.

The onus is on you to provide sufficiently detailed examples. It is not sufficient to simply list the various roles you have held. The selection panel will not make assumptions as to the skills, knowledge and competences you may have gained from the title of a post or the nature of an organisation.

Remember to use actual examples, either past or present, of what you did rather than how you would do something. Examples can be drawn from your working life, where appropriate, or from your personal life, including any voluntary or community work in which you are or have been involved. Avoid statements that describe your personal beliefs or philosophies – focus on specific challenges you encountered and the results which you achieved. The panel is interested in your unique role therefore it is important that you focus on **your role** and what **you** did, not the role or actions of the team which you may have been part of.

|  |  |  |
| --- | --- | --- |
| ELIGIBILITY – Please state (in no more than 400 words) how you meet the eligibility requirement: Applicants should be persons who either are or have previously been engaged or employed in business, industry or any profession.  For the purposes of this criterion, ‘any profession’ is defined as an occupation, practice or vocation requiring significant understanding and experience of applying a complex set of knowledge and skills through professional education and/or practical experience. Individuals who are members of a profession will be expected to maintain their skills through continuing professional development and/or ongoing experience and can demonstrate a commitment to behaving ethically.  A background in education is not required to undertake the role of Governing Body Member. | | |
|  | | |
| ESSENTIAL CRITERION – CONTRIBUTION TO STRATEGY:  Please provide evidence (in no more than 400 words) of how you have made an ongoing and significant contribution to the strategic direction of an organisation. | |
|  | |
| ESSENTIAL CRITERION FINANCE:  Please provide evidence (in no more than 400 words) of your ability to understand the financial environment and being able to effectively analyse financial data to make informed decisions to help realise business objectives. | |
|  | |
| ESSENTIAL CRITERION – LEADERSHIP AND GOVERNANCE:  Please provide evidence (in no more than 400 words) to demonstrate your effective governance in the operation of an organisation, including safeguarding its reputation and engendering a positive leadership culture that delivers planned outcomes. |
|  |
| ESSENTIAL CRITERION – APPLYING SPECIALIST SKILLS:  Please provide evidence (in no more than 400 words) to demonstrate your understanding of the key challenges of the Further Education sector and how your skills, experience and competences have effectively addressed similar challenges. |
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**HOW DID YOU BECOME AWARE OF THIS APPOINTMENT?**

|  |  |  |
| --- | --- | --- |
| **Source** | **Tick** | **Name/Details of Source** |
| **Newspaper Advert** |  |  |
| **DfE Mailshot** |  |  |
| **DfE Website** |  |  |
| **South Eastern Regional College website** |  |  |
| **NI Direct Website** |  |  |
| **Other Website (please specify)** |  |  |
| **Word of Mouth** |  |  |
| **The Executive Office “All Aboard” Ezine** |  |  |
| **Twitter** |  |  |
| **Linkedin** |  |  |
| **At an event (please specify)** |  |  |
| **Elsewhere (please specify)** |  |  |

**AVAILABILITY**

The candidate information pack indicates the minimum time commitment required of a Member of a Governing Body. Please confirm, by ticking the box, that you are able to meet this requirement.

**REASONABLE ADJUSTMENTS**

Please indicate 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.

**PROBITY AND CONFLICTS OF INTEREST**

Before you complete this section, it is important that you read the CPANI leaflet on Conflicts of Interest, Integrity and how to raise a complaint and the guidance contained in your information pack. A potential conflict of interest or issue of probity need not necessarily disbar you from appointment but will be explored fully with you if you are invited for interview to determine its significance.

Are you aware of the seven principles of public life and are you prepared to abide by these?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

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, and might, in future, be raised in public?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |
|  |  |  |  |
| If you answered yes, please provide details below. | | | |
|  | | | |

**DECLARATION**

I understand that a candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

I have read the CPANI leaflet on Conflicts of Interest, Integrity and how to raise a complaint.

I have answered the Probity and Conflicts of Interest question on the previous page accordingly. I understand that, if appointed, I must raise with the Chairperson of the Governing Body any probity or conflict of interest issues that might arise during my term of appointment and that any failure to do so could lead to my appointment being terminated.

I have read the information pack and understand my responsibilities in relation to any statutory disqualifications and public appointments which apply.

If a public service employee, I understand the general principle of double paying and confirm that, if appointed, I will not breach the principle.

I declare that the information I have given in support of my application is true and complete to the best of my knowledge. I understand that, if I am appointed and the information I have provided is incorrect, or if 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.

I understand and accept that the information I have provided will be processed in accordance with its Data Protection Registration, for the purposes of making public appointments. That this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments for Northern Ireland and anonymously in response to Parliamentary/Assembly Questions and other enquiries.

Interviews are expected to be held on the dates detailed in the information pack. Please indicate below if you are unavailable for interview at any times during the specific weeks.

**Please sign and date as indicated. (If you are submitting this form electronically, please type your name into the box below.)**

|  |  |
| --- | --- |
| **Signed** |  |
| **Date** |  |

**GUARANTEED INTERVIEW SCHEME (GIS)**

The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet the eligibility and essential criteria at stage 1 of the selection process (the short-listing process) will automatically be offered an interview. Their application will not be subjected to any additional shortlisting which may take place.

Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

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 long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

**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.**

**Please sign and date as indicated. (If you are submitting this form electronically, please type your name below.)**

**Signed ………………………………………… Date ………………………..**

**IMPORTANT**

**PLEASE FILL IN AND RETURN, ALONG WITH YOUR APPLICATION, THE ATTACHED MONITORING FORM**

***(THIS PAGE IS INTENTIONALLY BLANK)***

**Please ensure that you read the notes for guidance in the Candidate Information Pack before you complete this part of your application form.**

The Northern Ireland Civil Service (NICS) is committed to ensuring that all eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible and therefore your help in completing and returning this monitoring form as part of your application would be appreciated. Please note the information you provide in this monitoring form will be detached from the information on the application form, held separately and will not be available to selection panels or to anyone else involved in the selection process. The information will be used for statistical purposes only and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence. Thank you for your cooperation.

**National Insurance number**

Please enter your National Insurance Number below:

**Gender**

Please tick one box:

Male

Female

**Age**

Please give your date of birth:

Day Month Year

**Community Background**

Please indicate your community background by ticking the appropriate box below:

I have a Roman Catholic community background

I have a Protestant community background

I have neither a Protestant or Roman Catholic community background

**Disability**

The Disability and Discrimination Act (DDA) defines a disability as a “physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. The Equality section in the Candidate Information booklet gives an explanation of this definition. Please read that section and then answer the question below.

Do you consider yourself to have a disability (Please tick one box below)

Yes

No

**Race**

Please tick one box to indicate your race:

White Black African

Black Caribbean Bangladeshi

Chinese Black Other

Pakistani Indian

Are you a member of a Mixed Ethnic Group?

Yes

No

Are you a member of the Irish Travelling Community?

Yes

No

If you are of other ethnic origin, please specify

**Language**

Is English your first language? (Please tick one box below):

Yes

No

**Sexual Orientation**

Please consider the statement below and tick one box:

My sexual orientation is towards someone:

Of the same sex (this covers gay men and lesbians)

Of a different sex (this covers heterosexual men and women)

Of the same sex and of the opposite sex (this covers bisexual men and women)

**Marital status**

Please indicate your marital status by ticking one box below:

Single, that is never married or in a civil partnership

Married

Separated, but still legally married

Divorced

Widowed

In a civil partnership

Separated, but still legally in a civil partnership

Formerly in a civil partnership which is now legally dissolved

Surviving partner from a civil partnership

**Dependants**

Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person?

Yes

No

**ADDITIONAL INFORMATION**

1. Which sector would you consider best reflects your employment history over the course of your career?

Private Sector

Civil Service

Other Public Sector

Voluntary Sector

Other, Please Specify:

1. What is your highest level of educational attainment?

No Qualifications

GCSE/ O-level or equivalent

A-level or equivalent

Degree or higher

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