Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Northern Ireland Tuberculosis Eradication Partnership**

**APPLICATION FORM – MEMBER**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION.**

**Completed forms should be returned in hard copy to:**

**TBEP Secretariat**

**Animal Health and Welfare Policy Division**

**Department of Agriculture, Environment and Rural Affairs**

**DAERA Direct Office**

**Glenree House**

**Unit 2**

**Springhill Road**

**Carnbane Industrial Estate**

**Newry**

**BT35 6EF**

**or by email to:**

[**TBBR.policybranch@daera-ni.gov.uk**](mailto:TBBR.policybranch@daera-ni.gov.uk)

**The closing date for return of completed applications is 2:00pm on Friday 27 September 2019**

# LATE APPLICATIONS WILL NOT BE ACCEPTED.

# If you have any queries on this application form or if you require it in another format, please contact:

**Damian McKevitt**

**Telephone: (028) 9052 5502**

**E-mail:** [**damian.mckevitt@daera-ni.gov.uk**](mailto:damian.mckevitt@daera-ni.gov.uk)

**If you have a hearing difficulty you can contact the Department via Text Relay:**

* **Making a call from a textphone dial 18001 9052 5502**
* **Making a call from a telephone dial 18002 9052 5502**

**NOTES ON COMPLETION**

1. Applications must be made using this form. It must not be altered; additional pages submitted with application forms will not be considered. CV’s or other written material must not be submitted. Please read the candidate information pack carefully before completing this form in black ink using Arial, Size 12 font, in the boxes provided.
2. The NI Tuberculosis Eradication Partnership is an independent Expert Advisory Body and not a regulated Public Body; however this competition will adhere to the principles of the Code of Practice for making Public Appointments as laid down by the Commissioner for Public Appointments in Northern Ireland (CPANI).
3. Applications from civil or public servants are welcome however in order to avoid any potential for “double pay” applicants will not be paid to attend meetings while taking paid annual leave and applicants must ensure there is no connection to their ‘day job’. Similarly applicants must ensure their employer has granted permission to apply for this appointment.
4. A separate Equality Monitoring form is included with the application form, or available as a separate download. The form is completed anonymously and is required for monitoring purposes only and ***will not*** be used to determine your suitability for appointment. ***It will not be seen by the Sift or Selection Panels.*** Completion of the form is voluntary and should be returned ***separately*** in hard copy or by e-mail to the TBEP Secretariat (details above).
5. As with all the information contained in the form, it is gathered, maintained and processed, strictly in accordance with the requirements of the General Data Protection Regulation, for appointment purposes only.
6. Interviews are expected to be held in October – November 2019**.** If you cannot make yourself available on any of the dates specified an alternative date will be considered.
7. **Applications received after 2.00pm on Friday 27 September 2019 will not be accepted by DAERA.** All applications will be acknowledged by return email or in writing.

**APPLICATION FORM**

Applications must be made using this form.

CVs are not acceptable.

The form should be completed in typescript (**minimum font size 12 and font style Arial** or clearly written in **black ink** in the boxes provided.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper or Journal |  | e-mail |  |
|  |  |  |  |
| Internet |  | Elsewhere |  |
|  |  | (Please specify) |  |
| Notification from the  Department |  |  |  |
|  |  |  |  |

**NATIONAL INSURANCE NUMBER**



**PERSONAL DETAILS**

**Title:**

(Prof/Dr/Mr/Mrs/Ms etc)

**First / given name:**

**Surname:**

(Block letters)

**Home Telephone**:

**Mobile Telephone**:

**Work Telephone**:

**Email** :

**Address:**

**Postcode**:

**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 (NI) Order 1978?

Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending?

Have 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 office or employment 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).

|  |
| --- |
| Please let us know 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. |

**MONITORING INFORMATION**

**This information is required for monitoring purposes only and will not be used to determine your suitability for appointment. *It will not be seen by the Sift or Selection Panels* - the form for completion is therefore a separate document.**

**MONITORING DETAILS – Please complete monitoring form - attached separately if hard copy, or a separate download on-line.**

**SUITABILITY FOR APPOINTMENT**

**EVIDENCE OF MEETING THE CRITERIA FOR TBEP POSITIONS**

**Applicants for the position of Member of the TBEP should provide evidence of meeting the eligibility criteria by completing pages 7 to 11 of this application form.**

**The application form gives you an opportunity to provide examples relevant to the specific criteria. These, in turn, provide the Selection Panel with information and evidence about you, and a deeper understanding of your abilities.**

***Note: Recent experience and knowledge is defined as within the last 3 years.***

***Note: The term ‘organisation’ can be defined as a body operating in the public, community, voluntary or private sectors.***

**Candidates should note that should it be necessary to prepare a shortlist for interview, this will be done by considering the strength and quality of the evidence provided in the candidate's application form to assess how well he/she meets the eligibility criteria. It is therefore important that you clearly evidence how and to what extent you meet both the essential and desirable criteria.**

**Please provide (in the box below) evidence as to how you meet Essential eligibility criteria No. 1 – Experience in a Field of Activity Relevant to the Discharge of the Functions of the TBEP (Maximum of 400 words):**

**Please provide (in the box below) evidence as to how you meet Essential eligibility criteria No. 2 – Strategic thinking and direction (Maximum of 400 words):**

**Please provide (in the box below) evidence as to how you meet Essential eligibility criteria No. 3 – Communication skills (Maximum of 400 words):**

**Please provide (in the box below) evidence as to how you meet Desirable eligibility criteria No. 1 – Financial planning and management (Maximum of 400 words):**

**Please provide (in the box below) evidence as to how you meet Desirable eligibility criteria No. 2 – Corporate governance and accountability (Maximum of 400 words):**

**CURRENT PUBLIC APPOINTMENTS**

List all current public appointments you hold, noting the name of the public body, your job title and the remuneration received. If you do not hold any current public appointments, please write “None”.

**Organisation**

**(Name and Address)**

**Job Title and Responsibilities**

**Remuneration**

**PROBITY AND CONFLICTS OF INTEREST**

***Before you complete this section, it is important that you read the paragraph on page 13 of the Candidate Information Booklet entitled “Probity & Conflicts of Interest”.***

Have you, 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**

Are there any other probity issues, which might cause embarrassment if, in future, they are raised in public?

**Yes No**

If you answered **yes**, please provide details below

Any potential conflicts of interest detailed above will not prevent you from being called for interview but may, if appropriate, be explored with you at that time to establish how you would address the issue should you be successful in your application.

**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 “Complaints and Conflicts of Interest Information”. I understand that, if appointed, I must raise 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 have read the statutory disqualifications relating to this appointment and I am satisfied that my candidacy is legitimate.**

**If a public sector 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 as recorded in this application form 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 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.**

**Under the terms of the General Data Protection Regulation, I agree that the information given in this application form may be processed to provide management information for recruitment and equal opportunities monitoring purposes. This may involve disclosing information to other Government Departments and anonymously in response to Parliamentary/Assembly Questions and other enquiries. I understand that information provided on my monitoring form may be analysed independently by staff in the Northern Ireland Statistics Research Agency and will be treated in strictest confidence. I also understand and accept that if appointed some of the information I have provided will be placed in the public domain.**

**Signature:**

**Date:**

**\**Candidates who submit application forms electronically will be asked to sign a hard copy at interview stage.***

**Checklist**

**Have you provided all the required information?**

**Have you completed the equality monitoring information questionnaire?**

**Have you signed the declaration above?**

**DAERA PRIVACY NOTICE**

Please note that the personal information you are asked to supply is to be used by the Department of Agriculture, Environment and Rural Affairs (DAERA) solely for making this appointment, as part of its public task. Contacts for DAERA and its Data Protection Officer are provided below for information and reference purposes:

Data Protection Officer

Department of Agriculture, Environment and Rural Affairs

Ballykelly House,

111 Ballykelly Road

Ballykelly,

Limavady

BT49 9HP

Telephone: 028 7744 2350

Email: [dataprotectionofficer@daera-ni.gov.uk](mailto:dataprotectionofficer@daera-ni.gov.uk)

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the General Data Protection Regulation. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect fraud.

In addition, the Department may also use it for other legitimate purposes in line with the General Data Protection Regulation, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

The relevant details from your application will be shared with the competition panel which will include a Departmental representative, an Independent Assessor and a representative from the TBEP. At the sifting stage this will exclude your identity details.

Your equal opportunities monitoring information will not be shared with the competition panel.

Please note that some of the Personal details and Equal Opportunities Monitoring information you provide during the application process may be shared with the Northern Ireland Statistics and Research Agency (NISRA). Equal Opportunities Monitoring information collected includes national insurance number, gender, date of birth, marital status, disability, sexual orientation, race, community background, dependants, employment history sector and level of educational attainment.

Prior to appointment an Access NI check will be required.

If appointed, you will be asked to complete a Political Activity questionnaire. Your name, address, date of birth and details of the post held and remuneration may be disclosed to NISRA for the purpose of updating the Public Appointments database.

Some of the information you have provided will be used in a press release announcing your appointment and your name, appointment term and details of remuneration may also be published in the Public Bodies Annual Report.

NISRA will only collect and hold the personal data required in order to provide and manage its service in relation to Public Appointments.

Furthermore, some of the personal information you supply may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquiries.

If you are unhappy with the way in which your personal information has been handled, you have the right to complain to the regulator:

The Information Commissioner’s Office – Northern Ireland

3rd Floor

14 Cromac Place

Belfast

BT7 2JB

Telephone: 02890 278757 Email: <ni@ico.org.uk>

**REMINDER:** The **CLOSING DATE** for receipt of applications is

**2.00pm on Friday 27 September 2019.**

Please return the completed form in hard copy to:

**TBEP Secretariat**

**Animal Health and Welfare Policy Division**

**Department of Agriculture, Environment and Rural Affairs**

**DAERA Direct Office**

**Glenree House**

**Unit 2**

**Springhill Road**

**Carnbane Industrial Estate**

**Newry**

**BT35 6EF**

or by email to: [**TBBR.policybranch@daera-ni.gov.uk**](mailto:TBBR.policybranch@daera-ni.gov.uk)

**GUIDANCE NOTES**

**For completion of this Application Form**

The following notes give guidance to help you provide the relevant information when completing the application form. Read these notes and the information pack carefully before completing the application form. These notes are available in other formats, please contact the address below for details.

The following needs to be numbered in line with the questions on the form.

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

It is important for us to assess how people learn of public appointment opportunities in the Department, so that we can use the information to ensure we reach as wide a range of potential candidates as possible. Therefore we would ask you to note the initial method that drew your attention to the opportunity.

**PERSONAL DETAILS**

Please give full details of your home address, as well as how you may be contacted.

**MONITORING INFORMATION**

The Department is required to monitor the gender, ethnic origin, community background and disability of candidates to ensure that equal opportunity measures are effective. You are asked to complete these details in a separate form. As with all the information contained in the form, it is gathered, maintained and processed, strictly in accordance with our Data Protection Registration, for public appointment purposes only.

**SUITABILITY FOR APPOINTMENT**

The Department is not just interested in people who have a traditional career path. Many appointments are open to people who do voluntary or community work, or have direct experience of the problems faced by the agricultural industry. Make sure you take full advantage of this Section to provide practical evidence and examples of how you feel you are suitable for a public appointment, on the basis of the selection criteria for appointees, as outlined in your information pack.

In this section you are asked to provide practical information against the selection criteria for appointees. The information you provide should enable an assessment to be made of the extent to which you meet the various criteria. The information you provide will be used for shortlisting, assessment and selection purposes. When completing this section you should have a copy of the eligibility and shortlisting criteria beside you for reference.

Many people are not used to writing about themselves or thinking about what they have done as opposed to what a team has done. Before starting to complete this section, it is important that you think about your role and what ***you*** have done individually, either on your own or as a team member. To complete this section effectively, you need to understand the relationship between the examples you will use and the relevant selection criteria. In addition you should bear in mind the following points:

* you should use simple and easy to understand language in your examples to describe what you have done;
* use actual examples, rather than ‘how you would do something’;
* you can use examples from your working life, where appropriate, or from your personal life, including any voluntary or community work you are or have been involved in;
* avoid statements that describe your personal beliefs or philosophies – focus on specific challenges and results;
* if possible, quantify/qualify your accomplishments;
* describe what you did and how you behaved – if your example includes activities undertaken by a team, focus on your role and not that of the team as a whole.

**CURRENT PUBLIC APPOINTMENTS**

The Commissioner for Public Appointments requires us to publish details of public appointments already held by successful candidates.

**PROBITY AND CONFLICTS OF INTEREST**

An appointee to a public body could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest once the person concerned holds a public appointment. In this section you are asked to provide information regarding interests that you, or your immediate family, have that might be construed as being in conflict with the appointment for which you have applied.

Included on page 13 of the Candidate Information Booklet is a section entitled ‘Probity and Conflicts of Interest’. This provides advice on what constitutes a conflict of interest. Please read it before completing this section. A conflict of interest will not necessarily prevent you from taking up an appointment but you must be prepared to have this explored in more detail at interview.

**DECLARATION**

Ensure that you read the declaration statement and sign your application form.

**REMINDER:** The **CLOSING DATE** for receipt of applications is

**2:00pm on Friday 27 September 2019**.