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

 **APPLICATION FORM**

**DEPUTY CHAIR OF THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI) BOARD**

**The Application Form is in three parts. The closing date for the return of completed application forms is 4.00pm on Friday 6 December 2019. Late applications will not be accepted.**

**NOTES: PART A**

|  |
| --- |
| * To ensure equality of opportunity for everyone, applicants must comply with the word limits that have been set for relevant sections of these forms. Additional information beyond this word limit will **not** be considered by the selection panel.
* Alternative formats of the application form can be requested by contacting Dolores Kelly, Equality, Diversity and Public Appointments Branch, DAERA, Ballykelly House, 111 Ballykelly Road, Ballykelly, BT49 9HP (Tel: 028774 42025) or by email: EqualityDiversityPublicAppointments@daera-ni.gov.uk
* Typewritten or electronic versions of the application forms are welcome and should be completed in a minimum font of **Arial size 12.**
* Handwritten applications should be completed in legible block capitals, using **black ink**.
* If your application is submitted by e-mail we will require you to sign Part A 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 for your own information.
* Applications will **not** be examined until after the closing date.
* Please note that we are operating the Guaranteed Interview Scheme in this competition for applicants with a disability. (See page 16 of this application form).
 |

Please send your completed application to:

**Dolores Kelly, Equality, Diversity & Public Appointments Branch, Ballykelly House, 111 Ballykelly Road, Ballykelly, BT49 9HP or by email to:**

**mailto:EqualityDiversityPublicAppointments@daera-ni.gov.uk**

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 for information and reference purposes below:

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

The personal information you supply, including sensitive data (special category data), will be managed in accordance with Data Protection Legislation. In particular, the information will be kept for no longer than is necessary for the purposes for which it has been obtained. If you are successful in the competition, your details will be retained for a period of seven years after the appointment ends (including reappointments). If you are unsuccessful, your details will be retained for three years from the close of the competition.

You have the right to request from the Department, the Data Controller, access to and rectification or erasure of your personal information, or restriction of processing, for example if you are contesting the accuracy of the personal information held by the Controller.

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

The equal opportunities monitoring information, in an anonymous form, will be shared with Northern Ireland Statistics and Research Agency (NISRA). 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 will 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. Some of this information will be presented anonymously within the Public Appointments Annual Report.

Prior to appointment an Access NI/criminal history record check will be required.

If appointed, you will be asked to complete a Political Activity questionnaire. This information will be anonymised for inclusion in the Public Appointments Annual report. Your name, address, date of birth and details of the post held and remuneration will be disclosed to Northern Ireland Statistics and Research Agency (NISRA) for the purpose of updating the Public Appointments database.

If appointed, 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 will 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: mailto:ni@ico.org.uk

**PART A: PERSONAL DETAILS**

National Insurance Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (Prof/Dr/Mr/Mrs/Ms/etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former surname(s) (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No (include STD code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different from above)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No (include STD code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| How did you hear about this post? |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How would you like us to contact you? | by e-mail |  | by post |  |

 |

**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 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).

|  |
| --- |
| 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. |

**BACKGROUND AND CURRENT COMMITMENTS**

**EMPLOYMENT AND VOLUNTARY ACTIVITY -** Please give details of your **previous experience and all your current commitments** (remunerated or non-remunerated) including any employment, (including self-employment), other public appointments and voluntary activity. Any other information you consider relevant to this appointment should also be included. 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.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Organisation / Employer** | **Job Title and Main Duties** |
| **From** | **To** |
|  |  |  |  |

**PUBLIC APPOINTMENTS** – please list all **current** public appointments, beginning with the most recent and working back, 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** |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicants must possess a full current driving licence which enables the holder to drive in Northern Ireland or have access to a form of transport which will permit the applicant to meet the requirements of the post in full. Please demonstrate below how you meet this requirement.

|  |
| --- |
| Do you possess a full current driving licence that enables you to drive in Northern Ireland? |

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

Or

|  |
| --- |
| Do you have access to a form of transport that will permit you to meet the requirements of the post in full? |

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

 |

**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” and have completed that section of Part B accordingly. 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 Parts A, B and C of 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.

I note the information provided in the Privacy Notice, and understand and accept that the information I have provided can be processed by the Department of Agriculture, Environment and Rural Affairs, in accordance with Data Protection legislation, for the purposes of making this appointment. This will involve disclosing the following information to Northern Ireland Statistics and Research Agency (NISRA) for the purpose of producing the Public Appointments Annual Report: my personal details and equal opportunities monitoring information (upon application); and if appointed, political activity information (which will be aggregated and anonymised before publication). If appointed I note my name, appointment term and details of remuneration will be published in the Public Bodies Annual Report. Furthermore I understand some of my personal information may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly Questions and other enquiries.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for official use)

**APPLICATION FORM**

**DEPUTY CHAIR OF THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI) BOARD**

**The Application Form is in three parts. The closing date for the return of completed application forms is 4.00pm on Friday 6 December 2019. Late applications will not be accepted.**

**NOTES: PART B**

|  |
| --- |
| * 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, noting in particular the shortlisting criteria that will apply if necessary.
* It is essential that you provide evidence of how you meet the selection criteria, giving examples and specifying exact dates where 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 cannot make assumptions as to your skills, knowledge and experience from the title of previous posts held.
* Please note that if **Part A and B** of the application form are not completed in full, we will be unable to proceed with your application. You must restrict your examples for each criterion to the stipulated page size or word limit. **The layout should not be changed or altered in any way.** Supplementary material such as CVs or testimonials **will not**be considered and should not be provided.
 |

**PART B: 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.** You should address each of the criteria in turn, **using specific evidence to support your statements.**

**This is a very important part of your application.** Only those applicants who appear from the information provided to be best qualified for the post will be invited for interview. It is essential that you provide evidence and examples, including dates where appropriate, of how you meet each of the criteria to support your application. No other information will be taken into account and the selectionpanel **will not** make assumptions as to the skills, knowledge and experience you may have gained.

|  |
| --- |
| **1. Relevant Experience**The functions of AFBI, the role of the AFBI Board, Chair and Deputy Chair and some of the challenges facing the organisation are detailed on pages 4 -12 of the Candidate Information Document.We are looking for evidence that demonstrates your knowledge and experience of, and to have shown capacity in, the development of strategies that address such key challenges in other organisations. Types of knowledge or experience could include Financial Management, Performance Management, managing Organisational Change or development of strategic plans and targets. This evidence needs to demonstrate your ability to operate as an effective Deputy Chair.**Maximum 400 words** |

|  |
| --- |
| **2. Strategic Thinking and Direction:**The AFBI Deputy Chair will be responsible for assisting the Chair in leading the Board in establishing the overall strategic direction of AFBI. In doing so, he/she will ensure that AFBI fulfils the aims and objectives set by DAERA and approved by the Minister, including clarifying and shaping AFBI’s role and purpose in helping the Department deliver the Programme for Government.We are looking for evidence that demonstrates your strategic thinking and the skills you have employed to influence the direction of an organisation, taking account of internal issues, the wider external environment and any operating frameworks or other set parameters (resources, policies, business models etc). This includes evidence of your ability to fully engage with and utilise the AFBI Board and Senior Management Team’s wider experience and knowledge to support strategic decision making.**Maximum 400 words** |

|  |
| --- |
| **3. Influencing and Directing Change:**The AFBI Deputy Chair will be responsible for supporting the Chair, who is leading AFBI during a time of significant change. This will involve ensuring that AFBI’s corporate, business and other plans identify the challenges and opportunities facing the organisation and outline how they will be addressed. We are looking for evidence that demonstrates your ability to influence, direct and oversee organisational change including how you have listened to and inspired others and created a culture to deliver such change and also how you have overcome obstacles when driving change, while seeking out opportunities for innovation.**Maximum 400 words** |

|  |
| --- |
| **4. Governance and Performance Management**Governance is defined as “The way in which organisations are directed and controlled”. It means making sure that the organisation is well run (or governed) and carries out the work it was set up to do. This means ensuring that the highest standards of governance, including financial management, are applied, monitoring overall performance, planning for the future and being accountable for the organisations actions and decisions. We are looking for evidence to demonstrate that you have used your skills: * to ensure high standards of governance and financial management within an organisation;
* to constructively challenge to achieve the best outcomes for the organisation;
* to successfully evaluate, scrutinise and improve the performance of an organisation; and
* to review effectiveness of internal controls.

**Maximum 400 words** |

**PROBITY AND CONFLICTS OF INTEREST**

*Before you complete this section, it is important that you read the CPANI leaflet “Complaints & Conflicts of Interest Information” contained in your information pack.*

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

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

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

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

If applicable, if you are employed in the Public Sector have you sought permission from your employer to apply for this position?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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

Any potential probity issues or conflicts of interest detailed above 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.

**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 criteria at stage 1 of the selection process (the sift process) will automatically be offered an interview. Their application will not be subjected to any short-listing 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 their 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.**

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

Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for official use)

 APPLICATION FORM

**DEPUTY CHAIR OF THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI) BOARD**

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PART C: EQUAL OPPORTUNITIES MONITORING INFORMATION

**(Return with your application form - Voluntary)**

**Please ensure that you read the Candidate Information Document before you complete this part of your application form.**

The Northern Ireland Civil Service (NICS) is committed to ensuring that 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 on a voluntary basis 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 co-operation.

**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 |