

**APPLICATION FORM**

**HISTORIC BUILDINGS COUNCIL**

 **CHAIR COMPETITION**

**The closing date for applications is 12 noon on Monday 9 December 2024.**

**Late applications will not be accepted.**

1. **Please read the following notes carefully before completing your application form:**
* Applications must be made using the appropriate form.
	+ Before completing the application form, please read the information pack carefully.
	+ Please ensure your completed application form, either electronic or handwritten, is legible. If typed please use font size 12 and type front Arial. If handwritten please complete in black ink.
	+ The number of words is **limited to 400 for the criterion** and any wording provided above this limit will be disregarded by the selection panel.
	+ CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.
	+ Applications made to the Department will be acknowledged within 3 working days of receipt. If receipt is not acknowledged candidates should contact the Department by email or telephone as detailed below.
	+ Due to hybrid-working arrangements, you are encouraged to return your completed application via e-mail to: **publicappointments@communities-ni.gov.uk**
	+ If you are unable to e-mail your application, and wish to post or hand-deliver it, the office address is below. However, please contact the Department via e-mail or telephone before doing so.

**Department for Communities**

**Public Appointments**

**Governance Unit**

**Level 5**

**Causeway Exchange**

**Bedford Street**

**Belfast, BT2 7EG**

**Tel: 028 9081 9417 or 028 9081 9415**

* + If you have any other queries you can contact the Department as above.
1. **Please complete the Monitoring form included in the application pack**.

This will be detached from your application and will not be seen by the selection panel or form part of the selection process. As with all the information contained in the forms, it is gathered, maintained and processed, strictly in accordance with our Privacy Notice, for public appointment purposes only.If you have answered yes to the disability question and are subsequently invited to interview, you will be asked to identify any particular requirements you may have at that time.

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

If you wish to be considered for this Scheme, please complete section 6 of this application form.

1. In line with the CPA NI Code of Practice, applicants who have served two terms as the Chair of the Historic Buildings Council are not eligible to apply for a third term. If you are unsure if this applies to you, and wish to apply, please contact DfC.

If you have previously served as Chair please provide the dates of appointment in the table below:

|  |  |
| --- | --- |
| Position | Period of Appointment |
|  | From | To |



**APPLICATION FORM**

**HISTORIC BUILDINGS COUNCIL**

**CHAIR COMPETITION**

# HOW WERE YOU MADE AWARE OF THIS OPPORTUNITY?

Please tick the relevant box:

|  |  |  |  |
| --- | --- | --- | --- |
| All Aboard e-zineNewspaper or Journal | [ ]  [ ]  | CPA NI websiteName of publication | [ ]  |
|  |  |  |  |
| Awareness Seminar | [ ]  | Name of event |  |
|  |  |  |  |
| Letter from the Department for Communities | [ ]  | Department for Communities website | [ ]  |
|  |  |  |  |
| Other website | [ ]  | Name of website |  |
|  |  |  |  |
| Word of mouth | [ ]  |  |  |
|  |  |  |  |
| Elsewhere | [ ]  | Please specify |  |

# PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| **Surname**:(Block letters) | **Forenames**:(Please underline nameby which you are known) | **Title**:(Mr/Mrs/Ms etc.) |
| **National Insurance Number**: (if applicable) |
| **Contact telephone**:**Mobile telephone**: **e-mail**: |
| **Address for Correspondence** (address to which all letters will be issued): |
| **Postcode**: |

# 3. GUIDANCE ON COMPLETING THE APPLICTION FORM

In this section you are asked to provide an example(s) which demonstrate that you meet each of the selection criteria for this appointment. The information you provide will allow the selection panel to make an assessment of the extent to which you meet the various criteria. The information you provide will be used for shortlisting, assessment and selection purposes. **All relevant sections should be completed.** Please ensure your completed application form is legible.

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. You should clearly explain your personal involvement in any experience you quote. Write “I” statements e.g. I managed a budget, I arranged a meeting. It is how you carried out a piece of work that the panel will be interested in.

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 not 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 posts held;
* you should use simple and easy to understand language in your examples to describe what you have done, rather than technical jargon or abbreviations;
* use actual examples, rather than ‘how you would do something’;
* you can use examples from your working life, 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.

The key is to give the reader specific information about how well you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes and make sure you take full advantage of the space available to provide practical evidence that best demonstrates how you meet the selection criteria.

The following model may help you to structure your examples and express them in a logical manner:

Situation: Briefly outline the situation.

Task: What was your objective? What were you trying to achieve?

Action: What did you actually do? What was your unique contribution?

Result: What happened? What was the outcome? What did you learn?

Further information on how to complete an application form is available via Pages 18 & 19 within the Public Appointments Guide: <https://www.executiveoffice-ni.gov.uk/publications/public-appointments-guide-overview-public-appointments-northern-ireland-and-helpful-information>

|  |
| --- |
| **1. Essential Criterion – Communication & Interpersonal Skills (maximum 400 words)**Please demonstrate by way of a practical example (or examples) your ability to use your communication and interpersonal skills to provide effective advice to others. Further guidance on how to complete this criterion is available in Section 3 of the Candidate Information Booklet. |

|  |
| --- |
| 4. PROBITY, CONFLICTS OF INTEREST AND PUBLIC APPOINTMENTS  |

*Before you complete this section, it is important that you read the CPANI leaflet “Guidance on Conflicts of Interest, Integrity and How to Raise a Complaint” which is included in your information pack.*

Are there any real, perceived or potential conflicts of interest between your circumstances and the appointment for which you have applied?

**Please only tick one box as appropriate:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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. However, if the conflict appears irreconcilable, or it would inappropriate to proceed with the application, the panel may consider removing your application from the competition.**

Other Information:

Are you, or have you in the past been, involved in activities that could call into question your own reputation and/or damage the reputation of the Historic Buildings Council.

* 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 only tick one box as appropriate:**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

If you answered **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).

**Right to work in the UK**

Do you have the right to work in the UK? Further detail is provided in Section 4 of the Candidate Information Booklet.

**Please only tick one box as appropriate:**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

If you hold any current Ministerial / NI Executive Public Appointments please complete the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Public Body** | **Position** | **Start Date** | **End Date** | **Time Commitment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 5. DECLARATION

**I have read the CPANI leaflet “Guidance on Conflicts of Interest, Integrity and How to Raise a Complaint” and have completed Section 4 accordingly. I understand that, if appointed, I must raise with the Department for Communities (DfC) 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 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 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 will be processed by DfC, in accordance with Data Protection legislation, for the purposes of making these public appointment(s.) This will involve disclosing the following information to NISRA for the purpose of producing the Public Appointments Annual Report via a public appointments database: my personal details as disclosed within the 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 on the relevant website. 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. I also understand and accept, if appointed, that my name, a summary of my skills and experience, and other public appointments plus any remuneration received and my response on political activity will be made public in the press release to announce the appointment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature:** |  |  | **Date:** |  |

*Please note: applications sent from your personal e-mail account or with a scanned in signature will be accepted.*

# 6. GUARANTEED INTERVIEW SCHEME

The aim of the Guaranteed Interview Scheme (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 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 this declaration will be subject to checking.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** **(for GIS only):** |  |  | **Date:** |  |