

GUIDANCE NOTES ON COMPLETION OF APPLICATION FORM, POLITICAL ACTIVITY MONITORING FORM AND EQUAL OPPORTUNITIES MONITORING FORM

Introduction

The following notes give guidance on completing the Application Form for the post of Commissioner for Victims and Survivors, together with the Political Activity monitoring form and the Equal Opportunities monitoring form.

Please **write clearly in black ink, black biro, or type (Arial font, size 12 and 1½ spacing)**. One page has been allowed for your answers in sections 2-3. Answers should be written in the spaces provided and no other additional pages should be included in your completed application.

The information will be treated as confidential. If you are offered and accept the appointment, your name and some biographical details may be published after the information has been checked with you for accuracy.

Section 1. PERSONAL DETAILS

Please give full details of your home address and contact details.

Section 2. Information in support of your application – Essential Criteria

Please read carefully all the information provided, paying particular attention to the job description which gives details of the key areas of responsibility and the person specification which describes the selection criteria which will be used to assess your application.

Under Section 2 you will find listed under the headings (a) – (g) the areas covered in the ‘**Essential Criteria**’ of the person specification. Under each of the headings please state your how your experience, skills, knowledge and achievements make you a suitable candidate. Failure to address all of the areas covered in Section 2 may result in rejection of your application. Curriculum Vitae or other documents are not acceptable, in support of your application.

Section 3. Information in support of your application – Desirable Criterion

Section 3 sets out further criteria for the post. The ability to meet the **desirable criterion**, whilst not essential, would be particularly welcomed. However, the fact that you do not meet this criterion should not discourage you from applying.

Section 4. Previous employment and voluntary experience

Please give details of the main jobs you have undertaken (including your current job) and/or any voluntary experience you have gained during the last 10 years. Please provide the dates that you started and ended the job, the title of your post, the name of your employer (if appropriate), and a brief description of your main responsibilities. We are particularly interested in any experience which would have special relevance to the 'Essential Criteria' this appointment.

Section 5. Previous and current public appointments

Please enter any current or previous appointments to which you were appointed by any Government Minister or Department, giving the dates you held the appointment, the position and the name of the relevant public body.

Section 6. 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. Information which might be relevant could include prominent activities, for example, in voluntary or political organisations. All information given in this Section will be treated in confidence. The OCPANI publications 'Probity and Conflict of Interest :A Guide for Candidates' and 'Complaints Leaflet' are attached for your convenience.

Please state also whether there are any companies or partnerships of which you are or have been during the previous 10 years a director or partner. Please give details if this is the case. You should also declare if there are any companies or partnerships of which you own more than 50%, whether or not you are a director or partner.

Section 7. Notice period

Please state the period (in months) you are required to give notice to your current employer, before being able to take up the position, if offered.

Section 8. Details of convictions etc.

Please state under this Section if you have:

- ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders (Northern Ireland) Order 1978 or the Rehabilitation of Offenders Act 1974 or if any charges are outstanding;
- been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years;
- been dismissed from any office or employment over the past 10 years;
- ever been disqualified from acting as a company director or in the conduct of a Company;
- ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration;
- any other facts to declare which you feel might be raised in public in future in relation to your suitability to hold the appointment for which you are being considered.

Declaration

Please ensure that you sign and date the form.

Political Activity monitoring form

The information which you provide on this form will not form part of the selection process but is included in the application pack for two reasons:

- it enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain; and
- involvement in political activities enables individuals to gain and to demonstrate skills and experiences they may not have otherwise obtained and which may support the criteria for appointment.

This form **will not be available to the Panel. Neither political activity nor affiliation are criteria for appointment.** If you wish political activity to be taken into account, you must include it under the relevant criteria in Sections 2 and 3 of the application form.

However you should be aware that if you are successful in being appointed to this post, the details of political activity will be included in any press release or similar announcing your appointment.

Please indicate any political activity that you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the political party or body for which you have been active. If you have been, or are an Independent, or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.

Equal Opportunities monitoring form.

The Office of the First Minister and Deputy First Minister monitors applications for employment in terms of Community Background, Sex, Disability and Race. **This information does not form part of your application and will be used for monitoring purposes only. It will not be disclosed to the selection panel.**

The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998.