

Application Form for the post of Commissioner for Victims and Survivors for Northern Ireland

Closing Date for receipt of application:
5.00pm 7th November 2007

Important

- Please read the guidance notes before completing this form.
- The form should be completed in **black ink** using **legible handwriting**. Answers should be written in the spaces provided. No other additional pages should be included.
- If typed, please use Arial font, size 12 point and 1.5 spacing.
- You should ensure that the form is signed and dated.

Note for applicants who have previously applied for the post of Commissioner for Victims and Survivors.

If you have previously applied for the post of Commissioner for Victims and Survivors you **MUST** complete this application form in full as any information which you may have provided in any previous application will not be taken into account.

You must not refer in this application form to any previous application you have made for this post or to any interview you may have attended previously. Your application may be rejected if you do not comply with these instructions.

1. Personal details

Surname

Forenames

Title

Home Address

Post Code

Business Address *(if applicable)*

Post Code

Telephone

Telephone

Fax

Fax

E-mail

E-mail

Mobile Phone

Mobile Phone

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

In this section you should set out how your experience, skills, achievements, knowledge and awareness make you a suitable candidate for the position of Commissioner with regard to the criteria below. Failure to do so may result in the rejection of your application.

- (a) **Commitment to promoting the interests of victims and survivors of the conflict in Northern Ireland.**

(b) An awareness of the consequences of the conflict in Northern Ireland or similar situations elsewhere.

(c) Ability to work with people from different sections of the community who have been affected by the conflict in Northern Ireland.

(d) An ability to empathise with and to communicate with individuals who have suffered bereavement, psychological or physical injury and those who care for them.

(e) High standard of oral, written and presentational skills.

(f) Ability to work effectively with the media in representing an organisation in the press, television and radio.

(g) Experience in office management, including effective management of financial and human resources.

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

Experience of establishing an office and of initiating, carrying out or evaluating research.

Section 4. Previous Employment & Voluntary Experience (Please put your present or most recent employment first).

Employer's Name & Address	From	To	Position held	Brief description of duties

Voluntary Experience

Organisation's name and address	From	To	Position held	Brief description of work

Section 6. Probity and conflicts of interest.

Before completing this section, it is important that you read the booklet *Complaints and Conflict of Interest: Information Guidance*.

Have you, or any of your immediate family, any interests which might be construed as being in conflict with your being appointed as Commissioner for Victims and Survivors?

Yes No

If you have answered 'Yes' please provide details in the box below. You should also provide details if, in light of '*Complaints and Conflict of Interest: Information Guidance*' there are any other matters which might cause embarrassment if in the future they are raised in public.

REFERENCES

Please give details below of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your achievements and may be asked to comment in a professional capacity. The referees may be approached only if you are to be invited for interview.

Referee 1

Name:

Address:

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Postcode:

Telephone:

e-mail:

Referee 2

Name:

Address:

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Postcode:

Telephone:

e-mail:

Section 7. Notice period. In the event of your being offered the post of Commissioner please state in the box below how many months notice you are required to give your current employer.

Section 8. Details of any convictions etc.

Please indicate 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 there are any charges outstanding against you, together with any information on the matters listed under the guidance notes in relation to this Section.

Declaration

DECLARATION

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 booklet entitled "Probity & Conflicts of Interest – A Guide for Candidates" and have completed that Section accordingly. I understand that, if appointed, I must raise with the Secretary of State 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. 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.

Under the terms of the Data Protection Act 1998, I agree that the information given in this application form may be processed to provide management information for recruitment and equal opportunities monitoring purposes.

Signed: _____ Date: _____

Political Activity monitoring form.

Please indicate which of the following activities you have undertaken during the past 5 years by ticking the appropriate box(es) and by providing brief details of your involvement and the name of the relevant political party. If you are or have been an independent or have obtained or sought office as a representative of a particular interest group, you should state this.

Type of activity

Obtained office as District Councillor, MP, MEP, MLA

Stood as a candidate for one of the above offices

Spoken on behalf of a political party or candidate

Acted as a political agent

Held office such as Chair, Treasurer or Secretary of a political party or of a local branch of a political party

Canvassed on behalf of a political party or helped at elections

Undertaken any other political activity which you consider relevant

Made a recordable donation to a political party

None of the above apply

Details of involvement and name of political party

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The information provided on this form will be used only for monitoring of the public appointments process

Thank you for your help in this matter.

Equal Opportunities monitoring form.

The overriding consideration when making public appointments is the selection of the most suitable person for any particular vacancy. Ministers and Departments are anxious to ensure that the pool of candidates from which appointments are made contains a fair and equitable representation of the Northern Ireland community and to allow this to be monitored, it is important to obtain appropriate data on applicants.

Gender **Male / Female**

Ethnic Background

To which of these ethnic groups do you belong?

White

Indian

Bangladeshi

Black-Caribbean

Chinese

Pakistani

Black-African

Irish Traveller

Other (please specify)

Community Background

To help in the monitoring of community background within the public appointments process, please give details by providing the following information.

My background is that of the Protestant community

My background is that of the Roman Catholic community

I do not have a Protestant or Roman Catholic community background

Disability

Disability is defined in the Disability Discrimination (Northern Ireland) Order 2006 as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes/No

This information will be used only for statistical monitoring of the public appointments process