

**APPLICATION FORM**

**HISTORIC MONUMENTS COUNCIL**

**CHAIR & MEMBERS**

**CLOSING DATE: The closing date for applications is 12 noon**

**on 3 November 2017.**

**Late applications will not be accepted.**

**Ref No:**

**Notes on completion:**

1. 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.
   * The number of words is limited to 350 per 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 on 028 9051 5269.
   * When returning your application form, please ensure it bears the correct value of postage as failure to do so may cause Royal Mail to delay your application thus causing you to miss the closing date.
   * Please return completed application forms to:

**Public Appointments Unit**

**Department for Communities**

**Level 8**

**Causeway Exchange**

**Belfast, BT2 7EG**

**Tel: 028 9051 5269**

**email: publicappointments@communities-ni.gov.uk**

* If you have any 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 Data Protection Registration, **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. **If you have previously served 2 terms as Chair or Member of the Historic Monuments Council you are not eligible to apply for that same position (i.e. you may have served for 2 terms as a member of HMC – in this case you would not be eligible to apply to serve as a member again, but would be eligible to apply to serve as the Chair).**
2. If you have previously served on the Council, but are still eligible to apply, please indicate the position held and the dates of appointment in the table below:

|  |  |  |
| --- | --- | --- |
| Position | Period of Appointment | |
|  | From | to |

1. **Please indicate below which position(s) you are applying for**:

**Post 1: Chair Post 2: Member**

NB You may apply for both positions using one application form by ticking the appropriate box(es) above.

**APPLICATION FORM**

**HISTORIC MONUMENTS COUNCIL**

**CHAIR & MEMBERS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| All Aboard e-zine  Newspaper or Journal |  | CPA NI website  Name 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 name  by which you are known) | **Title**:  (Prof/Dr/Mr/Mrs/Ms etc.) |
| **National Insurance Number**: | | |
| **Contact telephone**:  **Mobile telephone**:  **e-mail**: | | |
| **Address for Correspondence** (address to which all letters will be issued):  **Postcode**: | | |

**3. SUITABILITY FOR APPOINTMENT**

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.

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.

**If you are applying for the Chair position, please complete all criteria.**

**If you are applying for the Member position, please complete criteria 1 – 3.**

|  |
| --- |
| **1. Essential criteria – Communication and Interpersonal Skills (maximum 350 words)**  **Chair and Member posts**  Please demonstrate by way of a practical example (or examples) your ability to use your communication and interpersonal skills to influence others. |

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| --- |
| 1. **Essential Criteria – Providing Effective Advice (maximum 350 words)**   **Chair and Member posts**  Please demonstrate by way of an example (or examples) your ability to analyse information from a variety of sources to provide effective advice to others. |

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| 1. **Essential criteria – Relevant Experience - (maximum 350 words)**   **Chair and Member posts**  Using **one** of the below areas please demonstrate by way of example (or examples), the skills you possess that the Council would benefit from. Please ensure you state the area that you are providing an example(s) for.   1. Management and direction of archaeological projects from fieldwork to publication 2. Experience in archaeological fieldwork and survey 3. Developing and implementing research strategies 4. Working in the conservation of heritage assets, including monuments, buildings, collections or archives 5. Working to sustainably manage and / or develop heritage or tourism assets 6. Community engagement, including participation in groups or societies (for example a local archaeological or history group) 7. Creating economic opportunities and benefits 8. Communication (including social media), interpretation and marketing 9. Education, training and skills development 10. Developing and working with policy and legislation |

|  |
| --- |
| **Essential criteria – Relevant Experience - (maximum 350 words)**  **Chair and Member posts (continued)** |

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| --- |
| 1. **Essential criteria – Leading to Deliver Results - (maximum 350 words)**   **Chair post only**  Please demonstrate by way of a practical example (or examples) your ability to lead and motivate a team, creating effective relationships, to deliver results. Your example(s) should outline your role and the results of your actions |

|  |
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| **4. PROBITY AND CONFLICTS OF INTEREST** |

**INTERESTCONFLICTS OF INTEREST**

*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 tick as appropriate:**

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

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

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 Monuments Council?

**Please tick 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.**

**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) or, if appropriate, the Chair of HMC 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 understand and accept that the information I have provided will be processed by DfC in accordance with the Data Protection Act 1998, for the purposes of making public appointments and that this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments for Northern Ireland, the relevant public body and anonymously in response to Parliamentary Questions and other enquiries. I understand that information provided on my monitoring form will be used for statistical purposes only and will be analysed independently by staff in the Northern Ireland Statistics and Research Agency, as well as being treated in strictest confidence.**

**I also understand and accept, if appointed, some of the information I have provided will be made public in the press release to announce the appointment and that my name will also be published in the Public Bodies Annual Report.**

**You have a right under the Data Protection Act 1998 to see a copy of the information we hold about you.**

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

*Please note: applications submitted by e-mail will be accepted with a scanned in signature, if this is not possible a signature can be provided at a later stage in the process.*

**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 a false declaration of a disability in order to obtain an interview will invalidate my application.**

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