

APPOINTMENTS IN CONFIDENCE

Reference number Official use only	TB/123/
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Application to a Typical Board

Application for appointment as a: Member

(Where there is more than one position available i.e. Chair/Non-Executive Member etc and you wish to apply for both please mark in both.)

Please note **Part A** of the application form will **not be made available to the selection panel.**

Please complete this form in type or, if hand-written, in block capitals. (To complete the form electronically use the F11 key to navigate the sections and highlight the grey boxes for over-typing. Any incomplete grey boxes will not be reproduced when printed)

PART A: PERSONAL INFORMATION

Last Name:

Title:

First Name(s):

(please underline the name you are known by)

Home Address:

Post Code:

Telephone number:

Mobile:

Tel/ No. Business

Email:

**Address for
Correspondence (if
different from
above):**

Post Code:

Telephone number:

APPOINTMENTS IN CONFIDENCE

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---------------------------------------	---------

PART A: PREVIOUS APPLICATIONS

It would be helpful to us and avoid possible confusion with any other current public appointment applications, if you could detail any application you have made to the Scottish Government in the previous 12 months. This information will not be used to assess your suitability for appointment.

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APPOINTMENTS IN CONFIDENCE

Reference number Official use only	TB/123/
---------------------------------------	---------

PART A: PRESENT AND PREVIOUS PUBLIC APPOINTMENTS

Do you hold or have you held an appointment in a Public, Voluntary or Community Organisation?

Yes No

Name of Public Body	Period of Appointment		Position held	Remuneration received for current positions
	From	To		

APPOINTMENTS IN CONFIDENCE

Reference number Official use only	TB/123/
---------------------------------------	---------

PART A: DECLARATION

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

I understand that all documentation associated with an appointment round will be held by the Scottish Government for two years following the announcement. I understand that if my application is successful, it will be held for the duration of my appointment. I agree that documentation generated during this appointment round may be accessed by the Commissioner for Public Appointments in Scotland or anyone acting on the Commissioner's behalf, insofar as is necessary to ensure a fair appointment process.

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

Signature _____ Date _____

If your application is submitted by email please leave the signature blank. You will be required to sign this application if successful

Completed applications can be returned electronically to:
paapplicationsmailbox@scotland.gsi.gov.uk

Postal address is:
Scottish Government
Human Resources Shared Service Centre Saughton House (S1)
Broomhouse Drive
EDINBURGH
EH11 3XD

APPOINTMENTS IN CONFIDENCE

Reference number Official use only	TB/123/
---------------------------------------	---------

PART B: SELF ASSESSMENT – SUITABILITY

This part of the application form will be available to the Selection Panel.

The following section asks you to give examples of where you have demonstrated the skills and knowledge and competencies/criteria required for this public appointment. You can draw on both your working/personal life experiences. Please note that job titles etc. on their own will not be taken as evidence of meeting the criteria and the selection panel **will not** make assumptions based on titles alone. For each example you should state:

- In what capacity you acquired the skills and knowledge i.e. what did you do, how did you do it, why did you do it and what was the result;
- How recently you acquired them; and
- How frequently you applied the skills or knowledge.

ESSENTIAL CRITERIA

For NHS Appointments only

Please confirm that you live or work in Scotland **YES**

To be considered for any public appointment you must, as a **minimum** requirement, meet the essential criteria for the role.

1. The ability to work effectively as part of a team.

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APPOINTMENTS IN CONFIDENCE

Reference number Official use only	TB/123/
---------------------------------------	---------

2. The ability to interpret and apply laws and regulations.

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3. The ability to influence opinions and outcomes.

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APPOINTMENTS IN CONFIDENCE

Reference number Official use only	TB/123/
---------------------------------------	---------

4. Knowledge of the voluntary sector, particularly in an organisation with links to the health sector.

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5. Ability to explain both orally and in writing reasons for arriving at decisions.

MOCK APPLICATION FORM

APPOINTMENTS IN CONFIDENCE

Reference number Official use only	TB/123/
---------------------------------------	---------

6. Leadership and motivation skills.

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7. Understanding of strategic planning and resource management.

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Conflict of Interest

Are you aware of any possible conflict of interest which might arise either personally, in relation to your employment, or in relation to your connections with any individuals or organisations should you be appointed?

Conflicts of interest are not normally a barrier to appointment as long as they are appropriately managed and/or resolved and this will be explored at interview. The OCPAS leaflet on public appointments which is part of the full application pack provides more guidance on conflict of interest.

Yes No

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