# Application Form

All sections of this form must be completed as part of the self-assessment process and questions are based upon the person specification detailed in the Information for Applicants. Reference to a C.V. instead of providing an answer is not an acceptable response. Returned application forms should be completed in Arial 12 format. Handwritten applications should be completed in black pen.

The appointments panel will only select candidates for interview on the basis of the information supplied in this application form.

**Closing date for applications is Tuesday 5th December 2023 at 4pm.**

**Completed applications should be returned via email to** [**Michael.Sewell@food.gov.uk**](mailto:Michael.Sewell@food.gov.uk)

**Completed monitoring questionnaires should be returned via email to** [**Conor.Campbell@food.gov.uk**](mailto:Conor.Campbell@food.gov.uk)

| Personal Details Surname:    Forename:  Full address:  Postcode:  Telephone number:  National Insurance number: |
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## Current and/or Previous Employment

Please complete below with details of your most recent employment.

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## Voluntary Work

Please give details of any voluntary work you are involved in.

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## Essential Criteria: Please use a maximum of 500 words for each example.

# Strategic thinking:

# Please provide an example or examples of where you feel you have applied an open mind to strategic thinking and demonstrated sound analytical reasoning, rising above your own immediate interest.

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# Judgement:

# Please provide an example or examples of where you feel you have applied good judgement, exercised a high level of integrity and public responsibility, leaving personal views behind.

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1. **Communication skills**:

Please provide an example or examples of where you had to interpret and communicate information effectively orally, in writing and through a variety of media channels.

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1. **Relevant Experience:**

Please describe which area or areas you have relevant experience in, in a Northern Ireland context:

**The food industry (agricultural to retail), public health, consumer interests, education (in a relevant subject matter), nutrition, food and agricultural science.**

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# Time commitment:

# Do you have any problem in giving NIFAC the necessary time commitment?

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# We may need to contact you at fairly short notice. For example, if you are selected for interview, we shall need to discuss arrangements. It would be helpful, therefore, if you could let us know of any plans to be away from the address on the front of this form and to let us have alternative contact details if at all possible.

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## DECLARATION

All the information I have given in my application form is true to the best of my knowledge and belief and relates to my own experience. This is my only application for this appointment and accurately reflects my suitability. I understand my application may be rejected if I have given false information.

**Name:**

**Date:**

**Signature:**

**To help us monitor our advertising policy,** please say where you saw this vacancy advertised or how you heard about it:

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**TO SUBMIT APPLICATION**

**Please return completed this form to:** [**Michael.Sewell@food.gov.uk**](mailto:Michael.Sewell@food.gov.uk)

**To arrive no later than 4pm on 5th December 2023.**

# Guaranteed Interview Scheme

The Agency is committed to the career development of disabled people. We guarantee an interview to anyone with a disability whose application meets the **minimum published criteria** for the post.

Please note that the Guaranteed Interview Scheme does not give you an automatic right to be interviewed. You will only be eligible for interview if you can demonstrate that you meet the minimum published criteria as set out in the job and person specification for the post.

## What do we mean by disability?

To be eligible for the guaranteed interview scheme you must have a disability or long term health condition which puts you at a significant disadvantage in either obtaining or keeping jobs. The disability could be physical, sensory or mental and must be expected to last for at least twelve months. **You do not have to be registered as a disabled person to apply under this scheme.**

## How do I apply?

Simply complete the declaration below and send it in with the main application form.

If you need any help completing this form or would like it in an alternative format please contact [Michael.Sewell@food.gov.uk](mailto:Michael.Sewell@food.gov.uk)

Complete the attached sheet if you will need any assistance at the interview.

## DECLARATION

**I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.**

**Name:**

**Date:**

**Signature:**

# ASSISTANCE AT INTERVIEW

To ensure we do not create any barriers in our selection process and to help us implement our equal opportunities policy effectively, please outline below if you would like us to provide any particular assistance for your interview.

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# PROBITY AND CONFLICT OF INTERESTS

You will be asked at interview to declare whether or not you are involved, or have been involved, in activities that could call into question your own reputation and/or damage the reputation of the body to which you are applying. If you answer **yes** to any of the questions below, please provide details.

**Have you, your partner or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have applied?**

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**Are there any other probity issues which you wish to make us aware of?**

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# Any potential probity issues or conflicts of interest detailed above or of which the panel is aware will not prevent you from being called for interview but will be explored with you at that time to establish how you would address the issue should you be successful in your application.

# Please confirm by signing the declaration below that:

# You are prepared to abide by the Seven Principles of Public Life, outlined in Annex B of the applicant information pack.

* All the information you have given in your application is true to the best of your knowledge and belief and relates to your own experiences.
* This is your only application for this appointment and accurately reflects your own suitability.

**DECLARATION:**

# Name:

# Date:

# Signature:

# DATA PROTECTION

Please note that the information given in this form and in the accompanying documents will be retained by Food Standards Agency in Northern Ireland**.** Please confirm, by signing below, your consent to the use and retention of this personal information.

Information on the composition of boards of public bodies by gender is published in the Cabinet Office Publication Public Bodies. This information and similar data on ethnic origin and disability may also be reproduced in response to Parliamentary enquiries and other public enquiries. Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the UK General Data Protection Regulation (GDPR). The Data Protection Act 2018 requires that individuals must be informed, and their consent given, for this information to be made publicly available.

**DECLARATION:**

**Name:**

**Date:**

**Signature:**