**PERSONAL AND CONFIDENTIAL**

All sections of this form must be completed as part of the self-assessment process and questions are based upon the person specification details in the Information for Applicants. Reference to a C.V. instead of providing an answer is not an acceptable response. Returned application forms can be either typewritten in Arial 10 format, or hand-written in block capitals in black ink.

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

Information on how to apply and the **closing date for applications can be found on page 11.**

|  |  |
| --- | --- |
| Title  (Prof/Dr/Mr/Mrs/Ms/etc): |  |
| Surname: |  |
| Forename(s): |  |
| Former surname(s)  (if any): |  |
| National Insurance No: |  |
| Address: |  |
| Town: |  |
| Country: |  |
| Postcode: |  |
| Tel No  (include STD code): |  |
| Mobile: |  |
| Email address: |  |

**Present principal occupation:** with position and name of business/company/organisation

1. **Current and/or Previous Employment**

**Please complete below with details of your most recent employment.**

|  |  |  |
| --- | --- | --- |
| **Organisation** | | |
| **Dates:** | From | To |
| **Address** | | |
| **Postcode** | | |
| **Telephone No.** | | |
| **Email address** | | |
| **Position/Main Responsibilities** | | |
|  | | |
| **Organisation** | | |
| **Dates:** | From | To |
| **Address** | | |
| **Postcode** | | |
| **Telephone No.** | | |
| **Email address** | | |
| **Position/Main Responsibilities** | | |

1. **VOLUNTARY WORK**

**Please give details of any voluntary work you are involved in:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | | | | |
| **Dates** | | From | | To |
| **Address** | | | | |
| **Postcode** | | | | |
| **Telephone No.** | | | | |
| **E-mail address** | | | | |
| **Position/Main Responsibilities** | | | | |
|  | | | | |
| **Organisation** | | | | |
| **Dates** | From | | To | |
| **Address:** |  | | | |
| **Postcode** | | | | |
| **Telephone No.** | | | | |
| **E-mail address** | | | | |
| **Position/Main Responsibilities** | | | | |

1. **Strategic thinking:** Please provide an example or examples of where you feel you have applied an open mind to strategic thinking, rising above your own immediate

(400 words maximum

###### Judgement: Please provide an example or examples of where you feel you have applied good judgement, exercised a high level of integrity and showed your ability to make a difficult decision.

(400 words maximum)

1. **Communication skills:** Please provide an example or examples of where you had to clearly communicate and express your views in an open forum within a limit.

(400 words maximum)

###### Relevant Experience: Please tick the ‘main experience’ column to mark the category under which you are applying. Tick the ‘additional experience’ column where you have additional relevant experience.

|  |  |  |
| --- | --- | --- |
|  | Main experience (TICK ONE ONLY PLEASE) | **Additional experience**  (YOU MAY TICK MORE THAN ONE AREA) |
| **Communications** (e.g. Engagement with consumers through various channels, especially social media) |  |  |
| **Science** (e.g. Microbiology, Medical, Epidemiology, Veterinary, Nutrition or Social Science including behaviour change) |  |  |
| Food Chain Regulation (e.g. Environmental Health, Quality Assurance, Enforcement, Review) |  |  |
| Diet and Nutrition (e.g. Research, Dietetics Practice, Community Nutrition, Food Formulation) |  |  |
| Education (Must be agri-food or food related) |  |  |
| Other (e.g. food fraud, feed industry or catering/restaurant hotel sector, policy making in related areas, community food initiatives, consumer protection, consumer research) |  |  |

**Please use the following box to describe your experience in the categories you outlined above.**

1. Desirable criteria: (please use the box below to demonstrate how you meet the following desirable criteria)

• Commitment to food or consumer issues within the Northern Ireland context.

• Understanding of the role of a Committee member of a major public organisation and the associated collective responsibilities.

|  |
| --- |
| (400 words maximum) |

1. Time commitment: Do you have any problem in giving NIFAC the necessary time

commitment? (please tick)

No

Yes - please specify

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

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper or Journal |  | Please specify |  |
| Social Media |  | Please specify |  |
| Other Internet |  | Name of website |  |
| Public Appointments website |  |  |  |
| Word of mouth |  |  |  |
| Elsewhere |  | Please specify |  |

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.

**Travel plans**

# 

TO SUBMIT APPLICATION

Please check that All sections of this application form have been completed

Please return this form to:

Food Standards Agency Northern Ireland

Seth Chanas

10a-c Clarendon Road

Belfast

BT1 3BG

Please mark the envelope – NIFAC Recruitment

APPLICATION FORM TO ARRIVE NO LATER THAN 5PM ON 6 February 2019

The Post Office Special Delivery service guarantees next day delivery and provides proof of postage. The postage is likely to be higher than the basic rate. Underpaid postage envelopes will be returned.

You should receive confirmation of receipt of your application within 5 working days. ***If you have not*** then please call 028 9041 7762 to confirm that it has been received. The Food Standards Agency Northern Ireland **cannot be held responsible for the non-receipt of application forms.**

|  |  |
| --- | --- |
| www.food.gov.uk | FSA_Master_Sign |

**Guaranteed Interview Scheme**

The Agency is committed to the employment and 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 Personnel and Establishments Division. 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 let us know if you would like us to provide any particular assistance for your interview, such as:

**Please Tick**

❒ Induction loop

❒ Sign language interpreter (type):

❒ Keyboard for written tests

❒ Someone with you at the interview (e.g. speech facilitator)

❒ Assistance in and out of a vehicle

❒ Wheelchair access

* Accessible toilet facilities
* Other assistance (please specify)

If you have any questions about your specific needs at the interview please let us know. If you would like to give us any further information about your disability please use the space below.

**PRIVATE AND CONFIDENTIAL**

###### Complaints and Conflict of Interest: Information

Before you complete this section, it is important that you read the booklet "Complaints and Conflict of Interest: Information Guidance" which is included in your information pack.

Have you, 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? Are there any other probity issues, which might cause embarrassment if, in future, they are raised in public?

|  |  |
| --- | --- |
| 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.

Declaration

I have read the booklet entitled “Complaints and Conflict of Interest: Information Guidance” and have completed this section accordingly. I understand that, if appointed, I must raise with the Chair of the Board or the Chief Executive of the public body 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.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

PRIVATE AND CONFIDENTIAL DATA PROTECTION

Please note that the information given in this form and in the accompanying documents will be retained by Food Standards Agency 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. The Data Protection Act requires that individuals must be informed, and their consent given, for this information to be made publicly available.

**Signed:**

**Date:**

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