

## RESTRICTED APPOINTMENTS

### DRAINAGE COUNCIL FOR NORTHERN IRELAND

APPLICATION FORM TO BE COMPLETED BY ALL APPLICANTS/NOMINEES FOR THE  
POST OF MEMBER OF THE DRAINAGE COUNCIL REPRESENTING

## AGRICULTURE INTERESTS

### PUBLIC APPOINTMENTS

### APPLICATION FORM

#### Notes on completion:

1. Applications must be made using the appropriate form. CVs are not acceptable. Read the guidance notes and the information pack carefully before completing the application form in black ink or typescript. Please use **BLOCK CAPITALS**.
2. The Commissioner for Public Appointments for Northern Ireland requires Departments to monitor the gender, age, ethnic origin, community background and disability of candidates to ensure that equal opportunity measures are effective. The Commissioner also requires that announcements about successful candidates should contain details of their recent political activity. You are asked to complete these details in Section B of the form. As with all the information contained in the form, it is gathered, maintained and processed, strictly in accordance with our Data Protection Registration, for public appointment purposes only.
3. THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 5PM FRIDAY 14<sup>TH</sup> OCTOBER 2011

If you have any queries, you can contact us at:

**Rivers Agency  
Hydebank  
4 Hospital Road  
BELFAST BT8 8JP**

**Tel: (028) 90 253355**

**Fax: (028) 90 253455**

**E-mail: [rivers.registry@dardni.gov.uk](mailto:rivers.registry@dardni.gov.uk)**



## RESTRICTED APPOINTMENTS

Completed forms should be returned to the address above. This form is available in other formats or regional languages, please contact the above address for details.

The Department of Agriculture and Rural Development is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process. The Department is committed to providing equality of opportunity for all individuals. Expressions of interest are welcomed regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependents.

# APPLICATION FOR A PUBLIC APPOINTMENT

- Applications must be made using this form.
- CVs are not acceptable.
- Please use **BLOCK CAPITALS** and **black ink** or typescript.

## A1: HOW WERE YOU MADE AWARE OF THIS OPPORTUNITY?

Newspaper or Journal

Seminar

Letter from the Department

Internet

Nominating Body

Word of mouth

Elsewhere

Please specify

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### A2: PERSONAL DETAILS

<b>Surname:</b> (Block letters)	<b>Forenames:</b> (Please underline name by which you are known)	<b>Title:</b> (Prof/Dr/Mr/Mrs/Ms etc.)
<b>Home telephone:</b>	<b>Office telephone:</b>	
<b>Mobile telephone:</b>	<b>e-mail:</b>	
<b>Permanent Address:</b>	<b>Address for Correspondence:</b>	
<b>Postcode:</b>	<b>Postcode:</b>	
<b>Business Address:</b>		
<b>Postcode:</b>		

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### A3: SUITABILITY FOR APPOINTMENT: FISHERY REPRESENTATIVE

**Complete each box below:**

Drawing on either your working life or personal life, answer each of the questions in the boxes below:

#### **KNOWLEDGE**

***Ability to demonstrate knowledge of the agricultural industry as a whole and of the interaction between agriculture and the works of the Rivers Agency and Drainage Council in regard of flood protection and land drainage issues.***

**Describe an example that highlights your knowledge of the agricultural industry as a whole and of the interaction between agriculture and the works of the Rivers Agency and Drainage Council in regard of flood protection and land drainage issues.**

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### MAKING AN IMPACT WITH OTHERS

***Ability to develop and maintain cooperative working relationships in order to work effectively as a team member and make a constructive contribution to facilitate decision-making in an impartial basis.***

**Describe a team (or teams) of which you are or have been a member for at least 2 years, in the last 5 years, and an example of the contribution you made to successful decision-making by that team.**

### COMMITMENT TO THE APPOINTEES ROLE

***Understanding and experience of working to the defined set of rules, values and principles of an organisation or group.***

**Describe organisations or groups of which you have at least 2 years cumulative experience, gained in the last 5 years, where you have had to work to the defined set of rules, values or principles of those organisations or groups.**

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### ANALYTICAL THINKING

***The ability to take an objective and constructive approach to problem solving and decision-making.***

**Describe how, over at least 2 years during the last 5 years, you have demonstrated your ability to agree decisions and solve problems effectively. Give an example of a problem that you have encountered explaining your contribution to providing a solution.**

### COMMUNICATION

***Ability to demonstrate effective communication skills, clear expression of ideas, and confidence of expression including willingness to challenge the ideas of others when appropriate.***

**Describe an example that demonstrates how you have used effective communication skills to achieve a successful outcome.**

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### A4: PREVIOUS EMPLOYMENT AND/OR VOLUNTARY WORK EXPERIENCE

Please give details of the main jobs you have undertaken (including your current job) and/or any voluntary work experience you have gained during the last 10 years. Please provide the dates that you started and ended the job, the title of your post, the name of your employer (if appropriate), and a brief description of your main responsibilities. **If you have not been employed or undertaken any voluntary work during the last 10 years, please go to Section A5.**

Organisation (Name and Address)	Job Title and Responsibilities	Dates	
		From	To

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### A5: PREVIOUS AND CURRENT PUBLIC APPOINTMENTS

List all current and previous public appointments, beginning with the most recent and working back, giving the years you held the appointment, the position, the remuneration received and the name of the public body. **If you have not held any previous public appointments, please go to Section A6.**

Body	Position	Period of Appointment		Remuneration
		From	To	

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### A6. PROBITY AND CONFLICTS OF INTEREST

*Before you complete this section, it is important that you read the booklet "Probity & Conflicts of Interest – A Guide for Candidates" 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.

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### A7. DECLARATION

I have read the booklet entitled “Probity & Conflicts of Interest – A Guide for Candidates” and have completed Section A6 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.

I have read the guidance notes and understand my responsibilities in relation to statutory disqualifications and public appointments. 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 Department of Agriculture and Rural Development, in accordance with its Data Protection Registration, will process the information I have provided for the purposes of making public appointments. That this may involve disclosing information to other Government Departments, the Commissioner for Public Appointments for Northern Ireland and anonymously in response to Parliamentary Questions and other enquiries. I also understand and accept that, if appointed, my name will be published in the Public Appointments Annual Report.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE ONLY

### B1: MONITORING INFORMATION

**All applicants for a public appointment should complete the question below.**

**(This information is required for monitoring purposes only and will not be used to determine your suitability for appointment).**

This question is asked because it enables the monitoring of political activity of those appointed to a public body, in so far as it is already in the public domain. Neither activity, nor affiliation, is a criterion for appointment (except where statute dictates specific representation).

The information provided will be published with the announcement of your appointment.

*Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the political party or body for which you have been active. If you have been, or are an Independent, or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.*

- Obtained office as a District Councillor, MP, MEP, MLA etc
- 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 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 <sup>1</sup>
- None of the above activities apply

<sup>1</sup> Part IV of the Political Parties, Elections and Referendums Act 2000 imposes restrictions on the sources of donations to political parties registered in the UK. The Electoral Commission is required to publish a register of recordable donations i.e. donations from any individual totalling £5,000 or more or £1,000 or more if made to a constituency association, local branch, women's or youth organisation. Donations to Northern Ireland political parties are confidential until 31 March 2011. Only tick this box if you have made a recordable donation to a political party not on the register of political parties for Northern Ireland.

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*Details of involvement*

*Name of Party for which activity undertaken:*

**NAME.....SIGNATURE.....DATE.....**

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**B2: BACKGROUND INFORMATION**

**NOTE**

Before completing the following section please read carefully the accompanying notes entitled **IMPORTANT INFORMATION FOR ALL CANDIDATES**.

**For monitoring purposes only – individual names will not be disclosed**

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.

This information will **not** be made available to sifting and interview panels.

**Do you consent to this information being made publicly available? YES  NO**

**Date of Birth:**  /

**Gender:**

**Ethnic Origin**

**To which of these ethnic groups do you belong?**

- White  Chinese  Indian  Pakistani
- Bangladeshi  Black-African  Black-Caribbean  Irish Traveller

Other (Please specify and include mixed background).....

**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



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### Disability

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment that has a substantial and long term effect on a person’s ability to carry out normal day to day activities”.

In these terms, do you consider yourself to be disabled?                      Yes                       No

If you have answered “yes” and are subsequently invited to interview, you will be asked to identify any particular requirements you may have at that time.

**Thank you for your  
cooperation**

