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**Candidate No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FORM**

**APPOINTMENT OF DEPUTY CHAIR AND MEMBERS TO THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI) BOARD**

**The Application Form is in three parts (Parts A, B and C).**

**The closing date for the return of completed application forms is Noon on Thursday 6 March 2025. Late applications will not be accepted.**

Please send your completed application to:[**PublicAppointments@daera-ni.gov.uk**](mailto:PublicAppointments@daera-ni.gov.uk)

Email applications are preferred; however, hard copy applications can be posted to:

**Public Appointments Unit (PAU), Jubilee House, 111 Ballykelly Road, Ballykelly, BT49 9HP. Tel: 028 7744 2025**

|  |
| --- |
| **NOTES**   * Please note that **Part A and B** of the application form must be completed in full, or we will be unable to proceed with your application. * Typewritten versions of the application forms should be completed in a minimum font of Arial size 12. * Handwritten applications should be in legible block capitals, using black ink. * Supplementary information or material should not be attached to your application form and will not be shared with the selection panel. * Applications will not be examined by the selection panel until after the closing date. * It is advised that you retain a copy of your application. * Alternative formats of the application form are available on request. * The Guaranteed Interview Scheme will be in operation for applicants with a disability. (See page 15 of this application form). |

Please note that the personal information you are asked to supply is to be used by the Department of Agriculture, Environment and Rural Affairs (DAERA) to make this appointment, as part of its public task. Contacts for DAERA and its Data Protection Officer are provided for information and reference purposes below:

**Data Protection Officer**

**Department of Agriculture, Environment and Rural Affairs**

**Jubilee House,**

**111 Ballykelly Road**

**Ballykelly**

**BT49 9HP**

**Telephone: 028 7744 2350**

**Email:** [**dataprotectionofficer@daera-ni.gov.uk**](mailto:dataprotectionofficer@daera-ni.gov.uk)

The personal information you supply, including sensitive data (special category data), will be managed in accordance with Data Protection Legislation and DAERA’s Public Appointments Privacy Notice which can be accessed at:

[**https://www.daera-ni.gov.uk/publications/daeras-public-appointments-privacy-notice**](https://www.daera-ni.gov.uk/publications/daeras-public-appointments-privacy-notice)**.**

The information will be kept for no longer than is necessary for the purposes for which it has been obtained. If you are successful in the competition, your details will be retained for a period of seven years after the appointment ends (including reappointments). If you are unsuccessful, your details will be retained for three years from the close of the competition.

You have the right to request from the Department, the Data Controller, access to and rectification or erasure of your personal information, or restriction of processing, for example if you are contesting the accuracy of the personal information held by the Controller.

The relevant details from your application will be shared with the selection panel which will include a Departmental representative, an Independent Assessor and usually a representative from the public body.

Please note that some of the personal details and Equal Opportunities Monitoring information you provide during the application process will be shared with the **Northern Ireland Statistics and Research Agency (NISRA).** Equal Opportunities Monitoring information will be shared in an **anonymous** form and includes national insurance number, gender, date of birth, marital status, disability, sexual orientation, race, community background, dependants, employment history sector and level of educational attainment.

The equal opportunities monitoring information will **not** be shared with the selection panel. This information is used to research and monitor diversity in public appointments and a composite analysis is published in a Public Appointments Annual Report for Northern Ireland which is available to the public.

If appointed, some of the information you have provided will be used in a press release announcing your appointment and your name, appointment term and details of remuneration and any political activity and will be published in the Public Bodies Annual Report

NISRA will only collect and hold the personal data required in order to provide and manage its service in relation to Public Appointments.

Furthermore, some of the personal information you supply may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquiries.

If you are unhappy with the way in which your personal information has been handled, you have the right to complain to the regulator:

**Information Commissioner’s Office**

**Wycliffe House**

**Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113**

**Email:** [**casework@ico.org.uk**](mailto:casework@ico.org.uk)

**Website:**[**https://ico.org.uk/global/contact-us/**](https://ico.org.uk/global/contact-us/)

**PART A: PERSONAL DETAILS**

National Insurance Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (Prof/Dr/Mr/Mrs/Ms/etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former surname(s) (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile/ Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **We will normally contact you by email unless indicated otherwise below.**  By Mobile / Telephone By Post |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you have access to a form of transport that will permit you to meet the requirements of the post in full?** | | | | | |
| Yes |  |  | No |  |

**REASONABLE ADJUSTMENTS**

**How did you hear about these positions?**

**REASONABLE ADJUSTMENTS**

Please let us know if you require any reasonable adjustments or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of adjustments they need to know about in order to manage the interview process.

**OTHER INFORMATION**

* Are you or have you in the past been involved in activities that could call into question your own reputation/or damage the reputation of **DAERA/AFBI**?
* Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending?
* Have you been adjudged bankrupt or made a composition or arrangement (such as those set out in Note 1 below) with your creditors over the past 10 years?
* Were you dismissed from any public office over the past 10 years?
* Have you ever been disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential Directors disqualification?
* Are you or have you been a director, partner or manager of a company which has gone into liquidation, receivership or administration?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please tick as appropriate | Yes |  | No |  |

|  |
| --- |
| If you ticked yes, please provide details below. |

Note 1

* Individual Voluntary Arrangements (IVAs) and Fast-Track Voluntary Arrangements (FTVAs);
* Bankruptcy Restrictions Orders or Undertakings (BROs/BRUs);
* Debt Relief Orders (DROs); and
* Debt Relief Restrictions Orders or Undertakings (DRROs/DRRUs).

**PROBITY AND CONFLICTS OF INTEREST**

Before you complete this section, it is important that you read the **‘**[**Complaints and Conflict of Interest Information Guidance**](https://www.publicappointmentsni.org/publications/guidance-conflicts-interest-integrity-and-how-raise-complaint)**’** contained in your information pack.

**Any potential probity issues or conflicts of interest detailed will not prevent you being called for interview, but will be explored at interview to establish how you would address the issue and to ensure approvals are in place.**

Are you aware of the Seven Principles of Public Life and are you prepared to abide by these?

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

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

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

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, and might, in future, be raised in public?

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

If applicable, if you are employed in the Public Sector have you sought permission from your employer to apply for this position?

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

Are you a serving civil servant or former civil servant whose last day of paid service was within the last 2 years?

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

If you answered **yes**, please provide details below of the **Grade** and confirm the **date** of the **last day of service.**

*Civil servants, or former civil servants, are subject to the rules on Acceptance of Outside Business Appointments, Employment or Self-Employment for a period of up to two years after leaving the NI Civil Service. Individuals in this category, who wish to apply, must check their eligibility to do so with their former Department and the Northern Ireland Civil Service (NICS) Human Resources. (Standards of Conduct Policy Sections 8, IRO Public Appointments: The NICS Staff Handbook includes the*

*HR policy, 6.01 Standards of Conduct).*

**PUBLIC APPOINTMENTS** – please list all **CURRENT** public appointments, beginning with the most recent and working back, giving the name of the public body, the position held, the length of the appointment and any remuneration paid.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Public**  **Body** | **Position**  **Held** | **Dates** | | **Remuneration** |
| **From** | **To** |  |
|  |  |  |  |  |

*The CPANI Code (4.6) sets out that appointments for the same position are restricted to two terms. Those who have served two appointment terms, of whatever length, on a Board are ineligible to apply for the same position.*

|  |
| --- |
| **Have you previously been appointed to the AFBI Board?** |
| |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |
| **If yes, please provide details of the appointment (position held, dates, number of terms).** |
|  |

**DECLARATION**

I understand that a candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

I have read the CPANI leaflet “**Complaints and Conflicts of Interest Information**” and have completed that section of **Part B** accordingly. I understand that, if appointed, I must raise 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 statutory disqualifications relating to this appointment and I am satisfied that my candidacy is legitimate.

If a public sector employee, I understand the general principle of double paying and confirm that, if appointed, I will not breach the principle.

I declare that the information I have given in support of my application as recorded in **Parts A, B and C** of this application form is true and complete to the best of my knowledge. I understand that, if I am appointed and the information that 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 note the information provided in the **Privacy Notice** and understand and accept that the information I have provided can be processed by the Department of Agriculture, Environment and Rural Affairs, in accordance with Data Protection legislation, for the purposes of making this appointment. This will involve disclosing the following information to Northern Ireland Statistics and Research Agency (NISRA) for the purpose of producing the Public Appointments Annual Report: my personal details and equal opportunities monitoring information (upon application); and if appointed, political activity information. If appointed I note my name, appointment term and details of remuneration will be published in the Public Bodies Annual Report. Furthermore, I understand some of my personal information may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly Questions and other enquiries.

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

**GUARANTEED INTERVIEW SCHEME (GIS)**

The aim of the 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 one 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 their 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 ………………………..

**A picture containing text, font, logo, graphics

Description automatically generated**

Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FORM – PART B**

**APPOINTMENT OF DEPUTY CHAIR AND MEMBERS TO THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI) BOARD**

|  |
| --- |
| **PART B – NOTES ON COMPLETION**  The remainder of the application form provides an opportunity for you to demonstrate that you have the skills, knowledge and experience set out in the Person Specification. You should address each of the criteria in turn, using specific evidence to support your statements.  This is a very important part of your application. Only those applicants who appear from the information provided to be best qualified for the post will be invited for interview.  It is essential that you provide evidence and examples of how you meet each of the criteria to support your application. No other information will be taken into account and the selection panel will not make assumptions as to the skills, knowledge and experience you may have gained.   * Please demonstrate clearly on your application form how you satisfy the published selection criteria, noting in particular the shortlisting criteria that will apply if necessary. * Examples may be from your working life, including any voluntary or community work you are, or have been, engaged in, or you can use examples from your personal life. * It is not sufficient to 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 previous posts held. * Applicants must comply with the word limits set for responses. Information beyond the limit will not be seen by the selection panel. |

**PART B – ESSENTIAL CRITERIA, SKILLS, KNOWLEDGE AND EXPERIENCE**

**WHICH ROLE(S) DO YOU WISH TO APPLY FOR?**



**DEPUTY CHAIR**



**MEMBER**



**BOTH**

**1. Engaging with others**

Please provide evidence that demonstrates your ability to use your leadership and communication skills to engage with a range of stakeholders, at senior levels, to build effective working relationships that support organisational delivery in a challenging environment.

**Maximum 400 words**

**2. Delivering results *(Shortlisting criteria, if required****)*

Please provide evidence that demonstrates your ability to oversee the delivery of results within a changing environment while ensuring appropriate levels of governance are in operation within an organisation.

**Maximum 400 words**

**3. Relevant experience**

Please provide evidence that demonstrates your knowledge and experience in at least one of the following areas relevant to the work of the organisation:

|  |  |  |
| --- | --- | --- |
| * Climate change; * Protection of the terrestrial or marine environment; * Sustainable agri-food activities; * Animal health / disease control; * Financial management; * Audit; |  | * Corporate planning and governance; * Risk management; * Human resources / capacity & capability planning; or * The delivery of significant IT or estate infrastructure projects |

**Maximum 400 words**

**4. Setting Strategic Direction and Managing Change (Deputy Chair only)**

Please provide evidence that demonstrates your strategic thinking and the skills you have employed to influence the direction of an organisation and bring about significant change, taking account of internal and external issues and challenges.

**Maximum 400 words**

**A picture containing text, font, logo, graphics

Description automatically generated**

Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for official use)

APPLICATION FORM – PART C

**APPOINTMENT OF DEPUTY CHAIR AND MEMBERS TO THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI) BOARD**

PART C: EQUAL OPPORTUNITIES MONITORING INFORMATION

(Return with your application form - Voluntary)

Please ensure that you read the Candidate Information Booklet before you complete this part of your application form.

The Northern Ireland Civil Service (NICS) is committed to ensuring that eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible and therefore your help in completing and returning this monitoring form as part of your application would be appreciated Please note the information you provide on a voluntary basis in this monitoring form will be detached from the information on the application form, held separately and will not be available to selection panels or to anyone else involved in the selection process. The information will be used for statistical purposes only and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence.

Thank you for your co-operation.

**National Insurance Number**

Please enter your National Insurance Number below:

**Gender**

Please tick one box:

|  |  |
| --- | --- |
|  | Male |
|  | Female |

**Age**

Please give your date of birth:

|  |  |  |
| --- | --- | --- |
| Day | Month | Year |
|  |  |  |

**Community Background**

Please indicate your community background by ticking the appropriate box below:

|  |  |
| --- | --- |
|  | I have a Roman Catholic community background |
|  | I have a Protestant community background |
|  | I have neither a Protestant or Roman Catholic community background |

**Disability**

The Disability and Discrimination Act (DDA) defines a disability as a “physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. The Equality section in the Candidate Information booklet gives an explanation of this definition. Please read that section and then answer the question below.

Do you consider yourself to have a disability? (Please tick one box below)

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

**Race**

Please tick one box to indicate your race:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | White |  |  | Black African |
|  | Black Caribbean |  |  | Bangladeshi |
|  | Chinese |  |  | Black Other |
|  | Pakistani |  |  | Indian |

Are you a member of a Mixed Ethnic Group?

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

Are you a member of the Irish Travelling Community?

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

If you are of other ethnic origin, please specify

**Language**

Is English your first language? (Please tick one box below):

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

**Sexual Orientation**

Please consider the statement below and tick one box:

My sexual orientation is towards someone:

|  |  |
| --- | --- |
|  | Of the same sex (this covers gay men and lesbians) |
|  | Of a different sex (this covers heterosexual men and women) |
|  | Of the same sex and of the opposite sex (this covers bisexual men and women) |

**Marital status**

Please indicate your marital status by ticking one box below:

|  |  |
| --- | --- |
|  | Single, that is never married or in a civil partnership |
|  | Married |
|  | Separated, but still legally married |
|  | Divorced |
|  | Widowed |
|  | In a civil partnership |
|  | Separated, but still legally in a civil partnership |
|  | Formerly in a civil partnership which is now legally dissolved |
|  | Surviving partner from a civil partnership |

**Dependants**

Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person?

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

**ADDITIONAL INFORMATION**

1. Which sector would you consider best reflects your employment history over the course of your career?

|  |  |
| --- | --- |
|  | Private Sector |
|  | Civil Service |
|  | Other Public Sector |
|  | Voluntary Sector |

Other, Please Specify:

1. What is your highest level of educational attainment?

|  |  |
| --- | --- |
|  | No Qualifications |
|  | GCSE / O-level or equivalent |
|  | A-level or equivalent |
|  | Degree or higher |