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| **Part 1: Your Personal Details**  |
| Title: | Click or tap here to enter text. |
| Forename: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Home Address: |  |
| Telephone: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
| Email:  | Click or tap here to enter text. |
| Work Address:(if applicable) | Click or tap here to enter text. |
| Job Title(if applicable) | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
|  |  |
| **Part 2: References** |
| **Please name two referees (not relatives), at least one of whom should be a business / professional contact.**  |
| Title: | Click or tap here to enter text. |  | Title: | Click or tap here to enter text. |
| Name: | Click or tap here to enter text. |  | Name: | Click or tap here to enter text. |
| Occupation: | Click or tap here to enter text. |  | Occupation: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |  | Address: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |  | Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |  | Email: | Click or tap here to enter text. |



 **Application for Chair of the Northern Ireland Degree in Social Work Partnership**

**Please read the accompanying Information Pack to ensure that you meet the requirements for Chair of the NI Degree in Social Work Partnership and to help you complete the forms required for consideration of your application. Please type or complete the forms in black ink to assist with photocopying.**

Our Ref:

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| **Part 3: Relevant Experience** |
| **Please give us details of relevant employment, public appointments, voluntary work, community work or caring responsibilities, and details of at least four years’ experience of membership of Committees governed by statutory rules and orders, starting with the most recent. You may continue on additional sheets as necessary. Please make sure they are numbered and clearly marked with your name and the position you are applying for.** |
| Name of Organisation(if applicable) | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Dates | From: Click or tap to enter a date. | To: Click or tap to enter a date. |
| Main Duties & Responsibilities: Click or tap here to enter text. |
| Name of Organisation(if applicable) | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Dates | From: Click or tap to enter a date. | To: Click or tap to enter a date. |
| Main Duties & Responsibilities: Click or tap here to enter text. |
| Name of Organisation(if applicable) | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Dates | From: Click or tap to enter a date. | To: Click or tap to enter a date. |
| Main Duties & Responsibilities: Click or tap here to enter text. |
| Name of Organisation(if applicable) | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Dates | From: Click or tap to enter a date. | To: Click or tap to enter a date. |
| Main Duties & Responsibilities:Click or tap here to enter text. |
| Name of Organisation(if applicable) | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Dates | From: Click or tap to enter a date. | To: Click or tap to enter a date. |
| Main Duties & Responsibilities: Click or tap here to enter text. |
| Name of Organisation(if applicable) | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Dates | From: Click or tap to enter a date. | To: Click or tap to enter a date. |
| Main Duties & Responsibilities: Click or tap here to enter text. |

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| **Part 4: Essential Criteria** |
| **Criteria 1:** Committed to the values of social work as set out in the Northern Ireland Social Care Council (Social Care Council) Standards of Conduct and Practice. |
| Click or tap here to enter text. |
| **Criteria 2:**  social work qualification and be registered, or eligible to be registered, on the social work part of the Social Care Council Register. |
| Click or tap here to enter text. |
| **Criteria 3:** Established track record of service and experience of leadership and management in a public service, voluntary, charitable, educational or commercial social work or social care organisation. That experience should include involvement in strategic planning and decision making |
| Click or tap here to enter text. |
| **Criteria 4:**   **Leadership**Experience of leading and developing through a period of change. Examples of the types of evidence the selection panel will be looking for are outlines below.* An ability to inspire a shared purpose and encourage a group of individuals from a number of organisations and institutions to work together and to collaborate to produce agreed solutions
* A leadership style that creates a safe environment and enables issues to be discussed frankly and coherently
* Ability to work collectively and with compassionate in challenging or complex circumstances.
 |
| Click or tap here to enter text. |
| **Criteria 5: Communication and Collaboration** Experience of collaborative working at a senior level demonstrating the ability to communicate complex information to a range of stakeholders. Examples of the types of evidence the selection panel will be looking for are outlines below.* An ability to communicate in a way that creates a safe environment, enabling frank discussion to achieve consensus on complex interagency or organisational issues.
* An ability to manage conflict in a way that supports positive and productive relationships that develop partnership capability.
* A capacity / ability to achieve consensus on complex inter agency / organisational issues.
 |
| Click or tap here to enter text. |
| **Criteria 6: Thinking Strategically** Experience of making a significant contribution to the strategic direction of an organisation. Examples of the types of evidence the selection panel will be looking for are outlines below.* Anticipating future trends accurately
* A broad perspective as well as the ability to think strategically across systems
* Prioritising actions that will deliver the widest reach
 |
| Click or tap here to enter text. |
| **Criteria 7: Good Governance**Experience of managing accountability and governance systems to support business planning, resource allocation, and reporting. Examples of the types of evidence the selection panel will be looking for are outlines below.* Agreeing clear performance goals and quality indicators
* Supporting individuals and teams to take responsibility for results
* Providing balanced feedback
* Identifying and managing organisational risks
 |
| Click or tap here to enter text. |
| **Criteria 8: Analyse information and make informed decisions** Experience of making decisions and solving problems in a team, organisational and interagency environment. Examples of the types of evidence the selection panel will be looking for are outlines below.* Use appropriate methods of analysis to inform decisions
* Make decisions in a timely manner
* Make collective decisions on the basis of analysis, wisdom, experience and judgement.
 |
| **Criteria 9:**  Please confirm that you possess a full current driving licence and have access to a car or \*form of transport which will permit the applicant to carry out the duties of the post in full. (\*This relates to any person who has declared that they have a disability which debars them from driving) |
| Click or tap here to enter text. |
| **Part 5: Desirable Criteria**  |
| 1. **Criteria 1:**  Experience in the field of education, training or development
 |
| Click or tap here to enter text. |
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| **Criteria 2**: Experience of social care issues in a voluntary capacity or as a service user or carer, or as an advocate for users or carers of social care services |
| Click or tap here to enter text. |

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| **Part 6: Registration Details** |
| Are you registered, or eligible to be registered, on the Northern Ireland Social Care Register? | Choose an item. |
| **If your answer to the above question is ‘yes’, you are not eligible to apply for a position as Chair.** |
| **Part 7: Referrals / Convictions / Offences** |
| Have you ever been subject to fitness to practise proceedings while registered with a professional regulator (e.g. NMC, HCPC, GMC etc.)? | Choose an item. |
| If yes, please provide full details: Click or tap here to enter text. |
| Have you ever been referred to the Independent Safeguarding Authority or Disclosure and Barring Service as a result of misconduct involving children and / or vulnerable adults? | Choose an item. |
| If yes, please provide full details: Click or tap here to enter text. |
| **Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland 1979, the HSC is included in the list of excepted employers. As such, all criminal convictions may never be regarded as spent and must be disclosed when applying for a post. It is necessary therefore to ask the following questions:**  |
| Have you ever been convicted of a criminal offence? | Choose an item. |
| Are you currently the subject of police investigation or do you have any prosecutions pending? | Choose an item. |
|  |
| List below details of ALL charges, prosecutions, convictions, cautions, bind-over orders – even if they happened a long time ago. You must include any minor matters, any road traffic offences or motoring offences and any which may be pending. |
| Click or tap here to enter text. |
| **Having a conviction will not necessarily affect your application.** |

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| **Part 8: Disability** |
| **We are keen to recruit people with disabilities who have the necessary skills.** |
| Do you consider yourself to have a disability which is relevant to your application? | Choose an item. |
| If yes, do you require any specific arrangements to be made if invited to interview? (you do not need to state them here) | Choose an item. |
| People with a disability who meet the criteria in the personnel specification will be short listed for interview. Please contact Sandra Stranaghan on 028 9536 2947 028 if you need us to make particular arrangements for completing the application form, the interview or any reasonable adjustments that would need to be made if your application is successful. |
| **Part 8: Conflict of Interests** |
| Are you connected in any way to a former or existing employee of the Northern Ireland Social Care Council or a member of its Board? | Choose an item. |
| If yes, please provide full details: Click or tap here to enter text. |
| Are you entitled to work in the UK? | Choose an item. |
| **Part 9: Declaration** |
| I confirm that to the best of my knowledge and belief, the information given in this form is complete and correct. I understand that if I am appointed and the information which I have provided is subsequently found to be untrue that my appointment may be terminated. |
| **Signature:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
|  |  |
| **This form should be completed and returned with the Conflict of Interests and Other Material Information form, the Significant Political Activity form and the Equal Opportunities monitoring form to:** |
| Email: | NISCC.Business@hscni.net |
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| **The closing date and time for applications is Wednesday 5th April 2023 at 4 pm.** |

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| The information on this application form will be held securely both manually and on NISCC’s computer database and will not be divulged to anyone outside the organisation. Information on successful candidates may be held indefinitely. Information on unsuccessful candidates will be held for up to one year. |
| We reserve the right to verify the information you have provided and to seek information from other sources. |

**Conflicts of Interest and Other Material Information**

## In Confidence

A person appointed to a public body could find that matters or incidents, which previously attracted no attention, could become matters of legitimate public interest when the person concerned holds a public appointment. Information which might be relevant could include either specific events such as those covered below or prominent activities, for example in voluntary organisations.

The following sections ask for information which may be relevant in this context. All information given will be treated in the strictest confidence.

Have you:

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|  |  | Ever been convicted of any criminal offences or accepted a caution in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in England and Wales would be criminal offences? | Choose an item. |
|  |  | Ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification? | Choose an item. |
|  |  | Any charges outstanding? | Choose an item. |
|  |  | Become bankrupt over the past 10 years? | Choose an item. |
|  |  | Been dismissed from any office or employment over the past 10 years? |  |
|  |  | Ever been disqualified from acting as a Company Director or in the conduct of a Company? | Choose an item. |
|  |  | Ever been trustee of a charity? | Choose an item. |
|  |  | Ever been a Director, Partner or Manager of a Company which has gone into liquidation, receivership or administration? | Choose an item. |
|  |  | Any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the appointment for which you are being considered? E.g. because they could be presented as a conflict of interest. | Choose an item. |

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| If you have answered yes to any of the questions a to i, please give details in the space below and continue on a spare sheet if necessary.Click or tap here to enter text. |

Please note: a YES answer to any of the questions a to i will not necessarily rule out a candidate for public appointments.

**Other Business Interests**

Please state whether there are any Companies or Partnerships:

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| --- | --- |
| 1. Of which you are, or have been, during the previous 10 years a Director or Partner?
 | Choose an item. |

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| If YES, please give details: Click or tap here to enter text. |
| Name of body and principal activities: Click or tap here to enter text. |

|  |  |
| --- | --- |
| 1. Of which you own more than 50%, whether or not you are a Director or Partner?
 | Choose an item. |

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| If YES, please give details: Click or tap here to enter text. |
| Name of body and principal activities: Click or tap here to enter text. |

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| Do you, or your spouse or partner, hold direct shareholdings in market sectors linked to the work of the Northern Ireland Social Care Council? | Choose an item. |
| Are you, or your spouse or partner, directors of commercial firms in those market sectors? | Choose an item. |
| Do you, or your spouse or partner, receive any retainer from commercial firms in those market sectors? | Choose an item. |

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| If YES, please give details: Click or tap here to enter text. |
| Name of the commercial firm and principal activities: Click or tap here to enter text. |

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| If pecuniary interest is declared are you, or your spouse or partner, willing to forego it for the period of appointment? | Choose an item. |

Please note that the Council has accepted proposals which reinforce the rules inspired by the Nolan Committee on the handling of public body business and have decided to make the appointment of new members subject to stricter conditions on members’ private interests in the market sectors relevant to the work of the body concerned. Where pecuniary interest is declared, you are asked if you are willing to forego it.

## Declaration

I undertake to advise the Council of any other information relevant to an assessment of suitability as a public appointee and to report any significant future change to the information I have provided on this form.

I certify that if appointed at NISCC, I will inform the Council of any change of circumstance which would result in a YES answer having to be given to any of the questions in Sections 3, 4 or 5.

I confirm that the information given on this form is complete and true, to the best of my knowledge. I understand that if I am appointed and the information I have provided is subsequently found to be untrue then my tenure of office may be terminated.

Signed: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name in BLOCK LETTERS: Click or tap here to enter text.

# Significant Political Activity



The Nolan Committee on standards in Public Life recommended that all candidates should declare any significant political activity. Political activity information will be used for monitoring purposes only and will not determine your suitability for appointment. If your application is successful, this information will become part of the public record.

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| **In the last five years, have you undertaken any significant political activity?** | Choose an item. |

(This should include activities that are a matter of public record i.e. public speaking in support of, or candidate on behalf of, any political party (or affiliated body) which fields candidates at local or general elections in any part of the UK or in elections to the European Parliament).

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| If YES, please give details: Click or tap here to enter text. |