# BOARD RECRUITMENT

### **APPLICATION FORM**

**IN CONFIDENCE/PLEASE COMPLETE IN *LEGIBLE* BLACK INK OR TYPESCRIPT**

# Position: Board Member Ref Number: BR24

1. **BACKGROUND**

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| --- | --- | --- | --- |
| Surname: | Forename: | | Title: |
| Permanent Address:    Postcode: | | Address for Correspondence:  Postcode: | |
| Telephone Numbers:  Home:  Mobile: | | Office:  Email: | |

1. **PLEASE PROVIDE A BRIEF SUMMARY OF YOUR INTEREST IN THIS ROLE**

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1. **OF THE POSITIONS AVAILABLE, WHAT CAN YOU BRING IN TERMS OF YOUR EXPERIENCE TO THE BOARD OF CLARE CIC?**

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1. **PLEASE PROVIDE A BRIEF HISTORY OF YOUR EXPERIENCE OF WORKING ON BOARDS AND YOUR KNOWLEDGE OF THE THIRD SECTOR.**

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1. **PLEASE PROVIDE ANY ADDITIONAL RELEVANT INFORMATION ABOUT YOURSELF THAT MAY SUPPORT YOUR APPLICATION.**

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1. **GENERAL INFORMATION**

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| How did you learn about the vacancy? |  |
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Have you been convicted of a criminal offence?

Yes  No

If yes, please give details

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**ACCESS NI (Criminal Conviction Checks for Regulated Activity Posts)**

The successful applicant may be subject to an Enhanced Access NI check. The Access NI Code of Practice is available to applicants on request. Having a criminal record does not automatically prevent a person being employed by CLARE CIC.

“Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?” More information can be found at <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/> **YES / NO**

Is there any reason why you cannot work in a regulated activity? **YES / NO**

If you are unsure what this is, please consult this website**.**

<https://www.justice-ni.gov.uk/articles/disclosure-and-barring>

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| If your answer is Yes to the above questions, please provide detail. |

As per Access NI Code of Practice CLARE has a policy on the recruitment of Ex-offenders which is available at [www.clare-cic.org](http://www.clare-cic.org) . All information disclosed will be handled in accordance with the CLARE CIC policy on Keeping Information Safe. A copy of this is also available at [www.clare-cic.org](http://www.clare-cic.org)

**8. DECLARATION** (Candidates who submit their application by email and who are subsequently invited to interview, will be asked to sign their application at that stage).

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| I declare that the information I have supplied above, and any additional information supplied is to the best of my knowledge true and complete.  I also understand that only applications containing all the information requested will be considered.  I understand that if found to have knowingly given false information or to have wilfully suppressed any material fact that I shall be liable for disqualification. | |
| Signed: | Date: |

CLARE CIC is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, age, race, political opinion, marital status, sexual orientation or whether or not they have dependants. Appointments however will be made strictly on merit.

Please send completed forms to:

Private and Confidential

Development Manager

CLARE CIC

166 – 180 Mount Vernon Park

Belfast

BT15 4BJ

**Or email** [**recruitment@clare-cic.org**](mailto:recruitment@clare-cic.org)

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| Equality and Diversity Monitoring Form  CLARE-CIC is committed to promoting Equality and Diversity within its workforce and we strive to meet the aims and commitments as set out in our Equality Policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our organisation and its workforce to encourage equality and diversity.  CLARE-CIC needs your help and cooperation to enable it to do this but filing in this form is completely voluntary. You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so.  It is our policy to treat all people fairly, irrespective of age, disability, ethnic origin, gender, marital or parental status, race, religion or belief and sexual orientation.  This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection Act. The data will only be used for general statistical and monitoring purposes. The data will not be used during the short-listing process and will in no way be linked to the recruitment process. We recruit solely based on ability and individual merit. |
| |  |  | | --- | --- | | **Position applied for:** |  | |  |
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| |  |  |  | | --- | --- | --- | | **Gender**  Male  Female  Intersex  Non-binary  Prefer not to say  If you prefer to use another term, please specify here:    **Age**  16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Prefer not to say  **Marital status - are you married, in a civil partnership or single?**  Civil Partnership  Married  Partnered  Single  Prefer not to say  **Ethnic Origin**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box from the selection in the next column.  **Dependants**  Do you have caring responsibilities? If yes, please tick all that apply  None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)  Primary carer of older person(s)  Secondary carer (another person carries out  the main caring role)  Prefer not to say  **What is your current working pattern?**  Full-time  Part-time  Prefer not to say  **What is your flexible working arrangement?**  None  Flexi-time  Staggered hours  Term-time hours  Annualised hours  Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say  If other, please include here:  **Sexuality**  Heterosexual  Gay  Lesbian  Bisexual  Prefer not to say  If you prefer to use another term, please include here – | *White*   * English * Welsh * Scottish * Northern Irish * Irish * British * Gypsy or Irish Traveller * Prefer not to say   Any other white group not included, please include here:  *Mixed/Multiple ethnic groups:*   * White and Black Caribbean * White and Black African * White and Asian * Prefer not to say   Any other mixed/multiple ethnic group, please include here:  *Asian/Asian British:*   * Indian * Pakistani * Bangladeshi * Chinese * Prefer not to say   Any other Asian group, please include here:    *Black / African / Caribbean / Black British:*   * African * Caribbean * Prefer not to say   Any other Black/African/Caribbean group, please include here:  *Another ethnic group:*   * Arab * Prefer not to say   Any other ethnic group, please include here:  **Community Background**  Regardless of whether they practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.  Please indicate the community to which you belong by ticking the appropriate box below -  I am a member of the Protestant community  I am a member of the Roman Catholic community  I am not a member of either the Protestant or Roman Catholic community  We monitor the community background and sex of our applicants in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*  Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards, your answers will be treated with the strictest of confidence.  **Please note – it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.**  **What is your religion or belief?**  For those applicants who do not identify with either the Protestant or Roman Catholic communities above, please choose from one of the following options –  No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say  If other religion or belief, please include here: | | |  |  | | | **Disability**  **Do you consider yourself to have a disability or health condition?**  The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.  Yes  No  Prefer not to say  **What is the effect or impact of your disability or health condition on your ability to give your best at work?** Please write in here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. | | |