



USPCA

APPLICATION FORM FOR BOARD MEMBER

Completed forms should be submitted to:

Company Secretary
USPCA
Carnbane Industrial Estate
Newry
BT35 6QH

Email: enquiries@uspca.co.uk

We will accept completed application forms delivered by hand, by post, or by email.

The deadline for receipt in all cases is Noon on 7th February 2015.

It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive on or before the deadline.

Late applications will not be accepted.

IT IS IMPORTANT THAT ALL SECTIONS OF THE APPLICATION FORM ARE FULLY COMPLETED.

Applicants should be aware that, if successful, some of the information supplied will be placed in the public domain.

PERSONAL DETAILS

Title: _____ Surname: _____

Forename(s): _____

Postal Address: _____

_____ Postcode: _____

Tel No: _____ and/or Mobile No: _____

Email Address: _____

1. CURRENT EMPLOYMENT AND/OR VOLUNTARY WORK

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

2. CURRENT BOARD APPOINTMENTS

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Date From: _____ **Organisation:** _____

Position/Main Responsibilities:

Please continue on another page if necessary

3. QUALIFICATIONS

Please List College/University Qualifications achieved:

4. MEMBERSHIP OF PROFESSIONAL INSTITUTES

Please List:

Guidance note on criteria-based selection and advice on completion of application forms

Applicants are asked to demonstrate their knowledge, skills or competence through completion of an application form and, if shortlisted, by attendance at a structured interview. Competence is the ability to perform a particular role or task and is most easily demonstrated by reference to your personal experience.

The selection panel will reach a decision on whether or not you meet each of the essential criteria on the basis of the evidence you supply. The onus is on you to provide sufficiently detailed examples to demonstrate that you have the experience of putting into use the competences that are needed for the post.

Many people are not used to writing about themselves or thinking about what they have done as opposed to what a team has done. Before starting to complete the form, it is important you think about your role and what you have done, either on your own or your contribution as a team member. **It is your unique role the selection panel is interested in.** Below are some points to bear in mind:

- ***don't consider any one of the criteria to be less significant than another – they are all requirements of the post;***
- ***use actual examples, rather than 'how you would do something';***
- ***avoid statements that describe your personal beliefs or philosophies – focus on specific challenges and results;***
- ***if possible, quantify/qualify your accomplishments;***
- ***avoid jargon – if it is necessary to use jargon or technical terms, explain them;***
- ***please ensure your copy is in legible block capitals;***
- ***please keep to the limit of 400 words per criterion. Any information over and above this will be removed by the admin team and will not be passed on to the sift/short-listing panel.***

CRITERIA

Applicants are required to submit evidence against all 5 essential criteria. Where possible, applicants should also submit evidence against the desirable criteria.

7. OTHER INFORMATION

Please declare below if you have ever been convicted of any offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders (NI) Order 1978 or if any charges are outstanding; been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; 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; ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration.

8. CONFLICTS OF INTEREST

Have you, or your immediate family, any interests which might be construed as being in conflict with the appointment for which you have applied, and might, in future, be raised in public.

If yes, please provide details.

Note: Any potential conflicts of interest detailed above may not prevent you from being called for interview but may, if appropriate, be explored with you at the time to establish how you would address the issue should you be successful in your application.

9. DECLARATION

I understand that, if appointed, I must raise with the Chairman 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 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, if appointed, my name will be published in the Annual Report, in the Companies House Registry and in the Register of Charities held by the Charities Commission Northern Ireland.

Signed: _____ **Date:** _____