

**RESTRICTED – APPOINTMENTS**

**DE REF NO:** \_\_\_\_\_

**PUBLIC APPOINTMENTS**

**DEPARTMENT OF EDUCATION**

**APPLICATION FOR APPOINTMENT TO:**

**GENERAL TEACHING COUNCIL FOR NORTHERN IRELAND**

**Please remember to:**

- Read carefully the information pack and application form.
- Type or write clearly in **black** ink.
- Enclose any additional information.
- Ensure that the application form is signed and dated.

**Please send the completed application form to:**

Mark Gilmore  
Room G11  
Department of Education  
Rathgael House  
43 Balloo Road  
BANGOR  
BT19 7PR

Tel: (028) 9127 9399  
Textphone: (028) 9127 9472  
Fax: (028) 9127 9100  
Email: [mark.gilmore@deni.gov.uk](mailto:mark.gilmore@deni.gov.uk)

**To arrive NOT LATER THAN 5.00 PM ON MONDAY, 28 JULY 2008**

**The above address and telephone number are also your contact point for any queries about the form.**

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**1. PERSONAL DETAILS**

Surname

Forename(s)  
(underline name  
you are known by)

Title (Mr / Mrs / Miss / Ms / Dr / Other)

Honours / Decorations / Academic / Other letters used

Date of Birth

	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Address

Postcode  Telephone No

Daytime Address  
(if different  
from above)

Postcode  Telephone No

E-mail Address

Which address would you prefer us to use in correspondence?

Home  Daytime/Business  E-mail

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**2. CAREER HISTORY**

List your employment details for at least the past ten years, beginning with the most recent and working back. (Continue on a separate sheet, if necessary.)

<b>Dates</b>		<b>Organisation</b>	<b>Position/Main Responsibilities</b>
<b>From</b>	<b>To</b>		

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**3. CURRENT AND PREVIOUS PUBLIC APPOINTMENTS  
(APPOINTMENTS MADE BY GOVERNMENT DEPARTMENTS)**

The Commissioner for Public Appointments requires details of all public appointments already held by successful candidates to be published.

In this connection, please list all current and previous public appointments held, beginning with your present or most recent position and working back.

<b>Dates</b>		<b>Organisation &amp; Sponsoring Department</b>	<b>Position/Main Responsibilities</b>	<b>Remuneration Fees Paid</b>
<b>From</b>	<b>To</b>			

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**4. OTHER RELEVANT EXPERIENCE**

List all other positions held, including voluntary/community experience, which may have some relevance to the appointment(s) for which you are applying. Start with the most recent and work back.

<b>Dates</b>		<b>Organisation</b>	<b>Position/Main Responsibilities</b>
<b>From</b>	<b>To</b>		

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### 5. CRITERIA

In this section we ask you to assess how, and to what extent, you meet each of the criteria set out in the person specification for the post, **by way of examples**. Please read both essential and desirable criteria carefully and then provide practical evidence and examples of how you feel you meet each of the criteria. (Continue on a separate sheet, where necessary). Please note, CVs will not be accepted. A Guidance Note on criteria-based selection and completion of the Application Form is attached in **Section Five of the Information Pack** which you should read carefully, paying particular attention to the paragraph on **‘Structuring Your Responses’ (paragraph 5.5)**.

The Department wishes to recognise less traditional career patterns and experiences such as community involvement or voluntary work, as well as those experiences found within the employment field. Therefore, you may use examples from your working life or personal life, eg part-time activities or leisure activities, including any voluntary or community work you are or have been involved in.

#### Essential Criteria

Committing to the role - having an informed interest and understanding of the working environment in which you will make a contribution.

Communicating effectively to make an impact with others - effective communication skills that can be used to develop and maintain co-operative working relationships to achieve high standards of service and results.

Thinking strategically - making a significant contribution to the strategic direction of the organisation.

Analytical thinking - making decisions and solving problems in a team and organisational environment.

Learning and self-development - taking personal responsibility to further develop as a Council member.

#### Desirable Criteria

Where it is necessary to prepare a shortlist for interview, the desirable criteria will be applied. It is therefore important that nomination forms should reflect how, and to what extent, you meet the criteria. It is important that you demonstrate your ability, by way of examples, to meet these criteria.

Experience – Applicants should have at least 3 years’ experience out of the last 7 years in the field of education, training or professional development. If necessary, the experience criteria below will be incrementally increased

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from the minimum 3 years' experience in one-year stages to the maximum of 7 years. They should also have other experience that might bring added value to the Council, for example, in the fields of: human resources; law; employment relations; and public relations.

Knowledge of the wider education system – a knowledge and understanding of the work of the GTCNI and its links with other educational organisations in the north of Ireland, such as the Education and Library Boards, the Council for Catholic Maintained Schools, Northern Ireland Council for Integrated Education, and Comhairle na Gaelscolaíochta.

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### ESSENTIAL CRITERIA

5 (i) Committing to the role - *having an informed interest and understanding of the working environment in which you will make a contribution.*

Describe an example that demonstrates your ability to work according to a set of rules, values or principles.

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### ESSENTIAL CRITERIA

5 (ii) Communicating effectively to make an impact with others - *effective communication skills that can be used to develop and maintain co-operative working relationships to achieve high standards of service and results*

Describe a team of which you are or have been a member, and the contribution you have made to the success of that team.

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**ESSENTIAL CRITERIA**

5 (iii) Thinking strategically - *making a significant contribution to the strategic direction of the organisation*

Describe an example that demonstrates your ability to contribute to organisational goals and objectives and which demonstrates the consideration you gave to the link between the budgeting and business planning process.

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### ESSENTIAL CRITERIA

5 (iv) Analytical thinking - *making decisions and solving problems in a team and organisational environment*

Describe an example that demonstrates your ability to agree a decision or solve a problem in a team and which demonstrates the consideration you gave to its related resource implications.

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**ESSENTIAL CRITERIA**

5 (v) Learning and self-development - *taking personal responsibility to further develop as a Council member*

Describe an example that demonstrates your ability to pick up understanding and knowledge quickly.

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**DESIRABLE CRITERIA**

5 (vi) Experience – Please provide details (and the period involved) of any experience(s) you have in the field of education, training or professional development during the last seven years, and also in the fields of, for example: human resources; law; employment relations; and public relations.

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### DESIRABLE CRITERIA

5 (vii) Knowledge of the wider education system – Please provide a short summary of your knowledge and understanding of the work of the GTCNI and its links with other educational organisations in the north of Ireland, and provide details of how you have gained this knowledge.

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**6. AVAILABILITY**

a. Can you be available for up to 10 days per annum to carry out the responsibilities of the appointment?

Yes

No

b. Can you attend evening meetings?

Yes

No

**7. CONFLICTS OF INTEREST**

**Before you complete this section, please read carefully the enclosed leaflet entitled “Complaints and Conflict of Interest: Information Guidance”.**

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

Yes

No

If yes, please provide details.

Any potential conflict of interest detailed above will not prevent you from being called to 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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**8. DECLARATION**

I declare that the information I have given in support of my nomination 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 the 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 also confirm that:**

- within the past 5 years I have not been convicted by a court in Northern Ireland or elsewhere in the British Islands of any offence and ordered to be imprisoned for a period of not less than 3 months without the option of a fine.

I also confirm that I have read the leaflet entitled “Complaints and Conflict of Interest: Information Guidance” and have completed section 7 of this form accordingly. I understand that, if appointed, I must raise with the Chair or Chief Executive of the Council or with the appropriate Government Department any 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 understand and accept that the information I have provided in this form will be processed by the Department of Education, in accordance with its Data Protection Registration, for the purposes of making public appointments and 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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**DEPARTMENT OF EDUCATION**

**PUBLIC APPOINTMENTS APPLICATION FORM**

**For Monitoring Purposes Only**  
*Individual names will not be disclosed*

The overriding consideration when making public appointments is the appointment 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 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***

**1. NAME:**

**2. POST APPLIED FOR:**

**3. HOW DID YOU LEARN OF THIS POST?**

**4. GENDER (delete as appropriate): MALE / FEMALE**

**5. AGE**

**6. ETHNIC BACKGROUND**

To which of these ethnic groups do you belong?

White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>		

Other (please specify) \_\_\_\_\_

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**7. COMMUNITY BACKGROUND**

To help in the monitoring of community background within the public appointments process, please give details by ticking the appropriate box below:

My background is that of the Protestant community

My background is that of the Catholic community

I do not have a Protestant or Catholic community background

**8. DISABILITY**

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long term adverse 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 co-operation.***

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### Political Activity Question

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

This question is asked because it enables the monitoring of political activity of candidates for a public appointment, 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).

If you are successful, 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.*

- a.  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
- b.  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 considered relevant
- c.  Made a recordable donation to a political party<sup>1</sup>
- d.  None of the above activities apply

Details of involvement:

Name of Party for which activity undertaken:

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**“This form is for monitoring purposes only and therefore will be detached from your application and will not be seen by any selection panels. However, it is appreciated that the above activities may have given you experience of committee work, collective decision-making, resolving conflict and public speaking. Should you consider such experience to be relevant to the stipulated criteria for this appointment you may also wish to record it in the appropriate section of the application form. You should not however include in the application form the name of the political party with which you gained this experience.”**

<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 ie 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 2010. 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.