

PUBLIC APPOINTMENTS – APPLICATION PACK
The Board of Northern Ireland Screen
**Appointment for Chair,
Vice-Chair and General Board Members**

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- **Make Your Mark – A Guide to Public Appointments in Northern Ireland**

Please check that your application pack contains all of the above documents and notify Central Management, Department of Culture, Arts and Leisure immediately if any are missing.

Tel: 028 9025 44962 Fax: 028 9025 8906
email: cm@dcalni.gov.uk

PUBLIC APPOINTMENTS – APPLICATION FORM THE BOARD OF NORTHERN IRELAND SCREEN

Notes on completion:

1. Applications must be made using the appropriate form.
 - Before completing the application form, please read the guidance notes and the information pack carefully.
 - Please complete the application form in black ink or typescript.
 - Please ensure that the application form is signed and dated. Only hard copies of the completed application form will be accepted.
 - CVs are not acceptable.
 - **CLOSING DATE** The closing date for all posts is 5.00pm on Friday 29 June 2007
 - **Please return completed application forms to:**

**Central Management
Department of Culture, Arts and Leisure
3rd Floor, Room 8 Interpoint
20-24 York Street
BELFAST BT15 1AQ**

- **If you have any queries you can contact us at the above address or as follows:**

**Tel: 028 9054 4962 Text phone: 028 9052 7668
Fax: 028 9025 8831 email: cm@dcalni.gov.uk**

2. **Please complete the Political Activity and Monitoring Forms enclosed.** The Commissioner for Public Appointments for Northern Ireland requires Departments to monitor the gender, age, ethnic origin, community background and disability of candidates to ensure that equal opportunity measures are effective. The Commissioner also requires that announcements about successful candidates should contain details of their recent political activity. You are asked to complete these details on the separate forms enclosed. As with all the information contained in the forms, it is gathered, maintained and processed, strictly in accordance with our Data Protection Registration, **for public appointment purposes only.**

APPLICATION FOR A PUBLIC APPOINTMENT FOR
NORTHERN IRELAND SCREEN

There are up to 7 places available on the Board including the Chair and Vice-Chair. Applications can be made for more than one of the positions but this must be clearly specified below. Should you apply for either (or both) the Vice-Chair position and general membership you will only be required to attend one interview.

Position (s) applied for – please tick the relevant box (es):

Chair*

Vice-Chair*

General Board Membership

RESTRICTED - APPOINTMENTS

1. PERSONAL DETAILS

Surname: (Block letters)	Forenames: (Please underline name by which you are known)	Title: (Prof/Dr/Mr/Mrs/Ms etc.)
Home telephone:	Office telephone:	
Mobile telephone:	e-mail:	
Permanent Address:	Address for Correspondence:	
Postcode:	Postcode:	
Business Address:		
Postcode:		

2. SUITABILITY FOR APPOINTMENT

All candidates should complete sections 1-5. Only candidates applying for the position of Chair and/or Vice-Chair should complete sections 6-8.

Please provide below details of any skills, experience and special characteristics which, in your opinion, best demonstrate that you meet each of the following criteria.

No supplementary pages can be submitted.

1. Commitment to film and television.

Please provide information to demonstrate that you have a keen interest in the film and television sector and an appreciation of the role and contribution of moving image to Northern Ireland society.

No supplementary pages can be submitted.

2. Contribution to the local economy.

Please outline your understanding of how the screen sector contributes to the local economy.

No supplementary pages can be submitted.

3. Related Experience

Please provide evidence of your own experience as a practitioner or advisor in **one or more** of the following areas; film production and/or development , television broadcasting , television production , digital content/technologies , global screen industry , moving image education , film exhibition and distribution , corporate strategy-development and implementation , corporate governance/financial management , marketing/public relations , human resource management , Irish language . **Please tick boxes as appropriate.**

Please provide supporting evidence below for each box ticked.

No supplementary pages can be submitted.

4. Working in Partnership

Please give examples of your experience of working in partnership and/or committee work.

No supplementary pages can be submitted

5. Communication and Interpersonal Skills

Please provide examples that demonstrate your ability to communicate information and negotiate effectively.

No supplementary pages can be submitted

If you are applying for the Chair and/or Vice-Chair position, please also complete Sections 6-8, having regard to the criteria for these positions:

6. Leadership

Please provide evidence to demonstrate that you have the ability to provide strategic leadership in a business environment

No supplementary pages can be submitted

7. People Management

Please provide examples to demonstrate that you have strong people management skills.

No supplementary pages can be submitted

8. Representation

Please describe examples of when you have been required to undertake public speaking or representation/media-related roles.

3. PREVIOUS EMPLOYMENT AND/OR VOLUNTARY WORK EXPERIENCE

Please provide details below of the posts you have held in the past 10 years (including your current post, if appropriate, or your most recent post) and/or any voluntary work experiences which you feel best demonstrate how you meet the criteria or are relevant to this application. Please provide the titles of the post, the dates started and ended, and a description of your main responsibilities.

If you have not been employed or undertaken any voluntary work during the last 10 years, please go to Section 4.

Organisation (Name and Address)	Job Title and Responsibilities	Dates	
		From	To

4 PREVIOUS AND CURRENT PUBLIC APPOINTMENTS

List all current and previous public appointments, beginning with the most recent and working back, giving the years you held the appointment, the position, the remuneration received and the name of the public body. **If you have not held any previous public appointments, please go to Section 5.**

Body	Position	Period of Appointment		Remuneration
		From	To	

4. QUALIFICATIONS

THIS SECTION IS NOT MANDATORY. You need only complete this section if you feel it is relevant to your application. If not, please go to Section 6.

Qualification	Awarding Institution

5. PROBITY AND CONFLICTS OF INTEREST

Before you complete this section, it is important that you read the leaflet “Probity & Conflicts of Interest – A Guide for Candidates” which is included in your information pack.

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

Please tick as appropriate:

Yes No

If you answered **yes**, please provide details below

Any potential conflicts of interest detailed above will not prevent you from being called for 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.

7. DECLARATION

I have read the leaflet entitled “Probity & Conflicts of Interest – A Guide for Candidates” and have completed Section 6 accordingly. I understand that, if appointed, I must raise with the Chair of the Board or the Chief Executive of the public body 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 the information I have provided will be processed by the Department of Culture, Arts and Leisure (DCAL) in accordance with its Data Protection Registration, for the purposes of making public appointments. 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.

Signature:

Date:

Monitoring Form

For monitoring purposes only – individual names will not be disclosed

The overriding consideration when making public appointments is the selection 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 Northern Ireland 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.

Gender : Male Female **Age:**

Ethnic Origin

To which of these ethnic groups do you belong?

White Chinese Indian Pakistani
Bangladeshi Black-African Black-Caribbean Irish Traveller

Other (*Please specify and include mixed background*)

Community Background

To help in the monitoring of community background within the public appointments process, please give details by providing the following information.

My background is that of the Protestant community
My background is that of the Roman Catholic community
I do not have a Protestant or Roman Catholic community background

Disability

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long term 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.

NAME.....DATE.....

Thank you for your co-operation

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.

- 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

- 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 consider relevant

- Made a recordable donation to a political party ¹

- 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.”

¹ 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. Northern Ireland political parties are exempt from Part IV until February 2007.