**Application for Appointment to the role of Panel Member of Redress Scotland**

**Please read through all of this form carefully before completion, as you may only need to use particular sections as outlined in the applicant information pack.**

Please note that the **Personal Information** and **Monitoring Information** sections of the application form will not be made available to the selection panel.

Your form may be photocopied/scanned. It is, therefore, important that it is legible. Please complete this form electronically, in black font.

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| --- |
| **Personal Information** |
| **Last Name:****Title:****First Name(s):**(please underline the name you are known by) |
| **Home Address:****Postcode:****Telephone number (Home):****Mobile number:****Telephone number (Business):****Email:** **Address for correspondence (if different from above):****Postcode:****Telephone number:** |

**Declaration**

Scottish Ministers must be provided with sufficient information and evidence to enable them to feel confident that the person they are appointing to the board of a public body is a fit and proper person to take up appointment.

By virtue of submitting this completed form, I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

I understand that all documentation associated with this appointment round will be held by the Scottish Government for two years following any announcement of this new appointment for the purposes of audit, diversity monitoring, management information for appointment round monitoring and for the investigation of any complaint. I understand that if my application is successful, my application will be held for the duration of my appointment. I agree that documentation generated during this appointment round may be accessed by a third party insofar as is necessary to ensure a fair appointment process.

By virtue of submitting this completed form, I am confirming the following:

1. That I understand the work of the body and the nature of the appointment and that I am not aware of having committed any offence or performed any act incompatible with the position I am applying for.

2. That I am not disqualified on any grounds from being appointed to this Board. (Details on disqualifications are contained in the applicant information pack).

3. That I have read the members Code of Conduct for the Board, that I understand this Code and that I agree to be bound by it in the event that I am appointed. (Details on how to access the Code are contained in the applicant information pack).

Under the terms of General Data Protection Regulations (GDPR) Articles 6 (1) (c) and (e), I agree that the information given in the personal information section of my application is necessary for the task compliance with a legal obligation and in pursuit of a task/function in processing my application. I understand that my personal details will not be made available publicly unless I am appointed.

I have read and understood the above declaration and agree to these terms.

Once completed, your evidence of the priority and essential criteria, and this completed application form, should be submitted by email to RedressScotlandResourcing@gov.scot

**The closing date for receipt of applications is 2nd August 2021**

Unfortunately, we are currently unable to accept applications by post.

**This part of the application form will be available to the Selection Panel.**

**Conflict of Interest and Other Ministerial Public Appointments Held**

**Questions 1 – 7 in this section are not normally a barrier to appointment** as long as they are appropriately managed and/or resolved and this will be explored at interview.

All appointments are made on merit. Holding other ministerial public appointments or working for or on behalf of a Scottish Parliamentary Commission/Commissioner would not normally be a barrier.

There will be a requirement to ensure adequate time commitment and ensure no potential conflict of interest which **will be fully explored at interview**.

**Please answer yes or no to each of these questions. Where you have answered yes, please provide further details.**

**1. Are you aware of anything that might call into question your ability to demonstrate integrity or probity or of any possible conflict of interest which might arise either personally, in relation to your employment or in relation to your connections with any individuals or organisations should you are appointed?**

**2. Do you currently hold any Ministerial Public Appointments?**

**3. Do you currently carry out work for/or on behalf of a Scottish Parliamentary Commission or Commissioner e.g. Public Standards Commissioner, Ethical Standards Commissioner (previously known as Commissioner for Ethical Standards in Public Life in Scotland), Scottish Public Services Ombudsman, Scottish Commission for Human Rights?**

**4. Have you previously held a public appointment?**

**5. We wish to promote and encourage senior officers and appointees making appropriate contributions to the work of other bodies. To ensure that there is no conflict of interest, please confirm whether you are currently a full-time senior employee (Chief Executive or Director) or Non-Executive Director of a Scottish public body or hold any other Non-Executive Directorships in the public, private or third sector?**

**6. Are you currently, or have been involved in any political activity in the last 5 years? (This includes holding office as a local Councillor, MSP, MP, MEP, standing as a candidate, speaking on behalf of a party or candidate, acting as a political agent, holding office of a local branch of a party, canvassing or helping on behalf of a party at elections, making any recordable donations to a political party).**

7. **Knowledge of the Selection Panel members**

Please confirm if you know any of the members of the selection panel. The names of the selection panel are found in the Applicant Information Pack. TBC members will be confirmed ahead of interview so not required to be acknowledged here.

**Monitoring Form**

**Why complete this form?**

We want those appointed to public appointments to reflect the diverse Scottish population thus it is important that opportunities to serve on boards are open to all. To help us achieve this, it is important that we obtain accurate and complete data from every applicant relating to gender, ethnicity, religion/faith, disability and other relevant details.

GDPR Articles 6(1) (c) and (e) are the lawful bases for processing and GDPR Article 9 (2) (b), in order to comply with a legal obligation, is the condition for processing.

**For each question on this form, you should only select one box (except for Question 4 which requires you to select any that apply to you)**

**Question 1 – What is your gender?**

**Question 2 – What is your year of birth? (Please enter in the format xxxx e.g. 1963)**

**Question 3 – What is your ethnic group?**

**Question 4** -The Equality Act 2010 protects disabled people. The Equality Act defines a person as disabled if they have a physical or mental impairment, which is substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.

**Do you have any of the following conditions which have lasted, or are expected to last, at least 12 months?**

**If your answer is yes please delete those that do not apply. If you do not have a disability please delete all and put no or prefer not to say.**

* **Deafness or severe hearing impairment**
* **Visual impairment**
* **A physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)**
* **A learning disability (such as Down’s syndrome)**
* **A learning difficulty (such as dyslexia or dyspraxia)**
* **A mental health condition (such as depression or schizophrenia)**
* **A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy)**
* **Other condition, please write in:**

**Question 5 – What religion, religious denomination or body to you belong to?**

**Question 6 – How would you describe your sexual orientation?**

**Question 7 – What best describes your current employment status?**

**Question 8 - Which sector do you currently work in (or have most recently worked in if currently not in paid employment)?**

**Question 9 - What is your household income?**

***This information is helpful as it allows us to identify the impact of income on applications for board positions which offer remuneration compared to those with no remuneration.***

**What would you say your household’s total income from all sources is (please provide gross amount before taxes)?**

**Please leave the one that applies to you or if you do not wish to answer please delete all and put ‘prefer not to say’.**

**Per Year**

**- less than £5,500**

**- £5,200 to £10,399**

**- £10,400 to £15,599**

**- £15,600 to £25,599**

**- £26,000 to £36,399**

**- £36,400 to £49,399**

**- £49,400 to £62,399**

**- £62,400 to £77,999**

**- £78,000 or more**

**Question 10 - Where do you live?**

**Is your permanent address in Scotland? (Please answer yes or no)**

**If yes, please let us know the name of your local council (e.g. Aberdeen City, Fife).**

**Question 11 - Advertising and Publicity**

**To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you first heard about this vacancy.**

Name:

Date:

Application: **Panel Member of Redress Scotland**