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**APPLICATION FORM**

**PROBATION BOARD FOR NORTHERN IRELAND**

**2025**

**This Application Form is in two parts.**

**The closing date for the return of completed application forms is 12:00 noon (UK local time) on 16 December 2024.**

**Late applications will not be accepted except in exceptional circumstances.**

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**RETURN DETAILS**

Please return all **two** parts of your completed application to:

**Probation Board for Northern Ireland Competition 2025**

**Department of Justice**

**Public Appointments**

**Room C4**

**Block C, Castle Buildings**

**Stormont,**

**Belfast BT4 3SG**

Or deliver by hand to

**Probation Board for Northern Ireland Competition 2025**

**Public Appointments**

**Department of Justice**

**Block B Reception**

**Castle Buildings**

**Stormont Estate**

**Belfast**

Or by email to

[pbni.appointments@justice-ni.gov.uk](mailto:pbni.appointments@justice-ni.gov.uk)

no later than

**12 noon (UK local time) 16 December 2024**

**GENERAL INFORMATION**

* It is essential that you provide evidence of how you meet the eligibility and selection criteria, giving examples as appropriate. These are detailed in Section 4, Person Specification, of the Candidate Information Booklet.
* Please note that if all sections of the application form are not completed in full, we may be unable to proceed with your application. You must restrict your examples for each criterion to the space provided. Any characters inserted outside the space provided will be redacted and will not be made available to the selection panel.
* Only one application form is to be submitted per applicant.
* Electronic versions of the application forms are welcome and should be completed in **Arial font size 12**, the default setting. If completing electronically, applicants must comply with the default settings. Any attempt to alter the form will render your application invalid and it will be excluded from consideration.
* Handwritten or typewritten applications should be legible and completed using **black ink**. If handwriting or typewriting, applicants must keep within the space provided for each section.
* Supplementary material such as CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will **not** be accepted.
* If your application is submitted by e-mail we will require you to sign Part A if invited to interview.
* Applications will not be examined until after the closing date. We would advise you to retain a copy of your application for your own information.
* It is your responsibility to demonstrate clearly on your application form how you satisfy the published selection criteria. Only those applicants who appear, from the information provided, to be the most suitable in terms of the published selection criteria will be called for interview.

**SECTI**

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**DoJ Privacy Notice **

General Data Protection Regulation

Data Controller Name: Governance Unit – Public Appoints, a division of DoJ

Address: Room C4, Castle Buildings, Stormont, Belfast, BT4 3SG

Telephone: 028 9052 6496

Email: [pbni.appointments@justice-ni.gov.uk](mailto:pbni.appointments@justice-ni.gov.uk)

Data Protection Officer Name: DoJ Data Protection Officer

Telephone: 028 9037 8617

Email: DataProtectionOfficer@justice-ni.gov.uk

**Why are you processing my personal information?**

* Your contact details are required for the purposes of a competition to appoint Independent Members to the Probation Board for Northern Ireland. The lawful basis for processing your personal data is GDPR Article 6(1)(e) – *processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*.
* The special category data processed in relation to the Equal Opportunities monitoring is processed by virtue of GDPR Article 9(2)(b).
* Equal opportunities monitoring information is collected in an anonymous form for analysis by the Northern Ireland Statistics and Research Agency (NISRA).

**What categories of personal data are you processing?**

* Personal details: title; surname; forename; national insurance number; address; telephone and/or mobile number; email address.
* Skills, knowledge and experience provided in your application form.
* Equal opportunities monitoring information: national insurance number; gender; age; community background; disability; race; language; sexual orientation; marital status; dependants; level of educational attainment.
* AccessNI/criminal history record check (where applicable), NICS-wide public appointment probity/performance check and DoJ insolvency/bankruptcy record check.
* If successful, the Department will retain your letter of appointment and your annual performance assessments.

**Where do you get my personal data from?**

* From the competition application form and interview process, the Equal Opportunities Monitoring form you will have submitted and (if successful) the annual performance assessment.

**Do you share my personal data with anyone else?**

* The relevant details from your application form, excluding the Equal Opportunities Monitoring information, will be shared with an independent assessor nominated by the Office of the Commissioner for Public Appointments NI, who will be a member of the sifting and interview panel.
* The Equal Opportunities Monitoring information, in an anonymous form, is shared with NISRA via TEO Public Appointments Database.
* Some of your information in relation to probity/performance may be disclosed to other government departments.
* Some of the information you have provided will be presented anonymously within the Public Appointments Annual Report.
* Your name, appointment term and details of remuneration will be published in the Public Bodies Annual Report.
* Some of the information you have provided may be disclosed to other government Departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquires.

**Do you transfer my personal data to other countries?**

* No.

**How long do you keep my personal data?**

* If you are successful in the competition, your details will be retained for three years after the end of your tenure in post.
* If you are unsuccessful, your details will be retained for three years from the close of the competition.

**(If you use automated decision making or profiling) How do you use my personal data to make decisions about me?**

N/A.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being [processed, and access to your personal data](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/)
* You are entitled to have personal data [rectified if it is inaccurate or incomplete](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/)
* You have a right to have personal data erased and to prevent processing, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/)
* You have the right to ‘block’ or suppress processing of personal data, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/)
* You have the right to data portability, [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/)
* **You have the right to object to the processing,** [in specific circumstances](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/)
* **You have rights in relation to** [automated decision making and profiling](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/rights-related-to-automated-decision-making-and-profiling/)

**How do I complain if I am not happy?**

**If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the *Department Data Protection Officer* using the details provided above.**

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):**

**Information Commissioner’s Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>

**PART A: PERSONAL INFORMATION**

**PERSONAL DETAILS**

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| --- | --- |
| **Title (Prof/Dr/Mr/Mrs/Ms/etc)****:** |  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Known Name:** |  |
| **Former surname(s) (if any):** |  |

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| --- | --- |
| **Permanent address:** |  |
| **Postcode:** |  |
| **Telephone no (include STD code):** |  |
| **Mobile telephone no:** |  |
| **E-mail address:** |  |

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| **Address for correspondence (if different from above):** |  |
| **Postcode:** |  |

**OTHER INFORMATION**

Please tick as appropriate:

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| Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974? | Yes: | No: |
| Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending? | Yes: | No: |
| Are you, or have you ever been, subject to the disciplinary process of any professional body or your employer? | Yes: | No: |
| Have been adjudged bankrupt or made a composition or arrangement (such as those set out in Note 1 below) with your creditors over the past 10 years? | Yes: | No: |
| Were you dismissed from any public office over the past 10 years? | Yes: | No: |
| Have you ever been disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential Directors disqualification? | Yes: | No: |
| Are you or have you been a director, partner or manager of a company which has gone into liquidation, receivership or administration? | Yes: | No: |

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| If you ticked yes to any of the above please provide details below: |

Note 1

Individual Voluntary Arrangements (IVAs) or Fast-Track Voluntary Arrangements (FTVAs);

Bankruptcy Restrictions Orders or Undertakings (BROs/BRUs);

Debt Relief Orders (DROs); and

Debt Relief Restrictions Orders or Undertakings (DRROs/DRRUs).

**INTERVIEW ARRANGEMENTS**

Interviews are scheduled to take place **w/c Monday 20 January 2025 & w/c Monday 3 February 2025.** Please detail in the box below any dates on which you would **NOT** be available for interview. If these dates prove unsuitable the Department will endeavour to accommodate applicants outside of this period. However, candidates should be aware that the Department will not be obliged to offer an alternative date and will only reconvene in exceptional circumstances.

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**DISABILITY REQUIREMENTS**

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview process.

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**DECLARATION AND SIGNATURE**

I understand that a candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

I have read the guidance provided in relation to probity issues and conflicts of interest and have completed that section of Part B accordingly. I understand that, if appointed, I must raise 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 have read the statutory disqualifications relating to this appointment and I am satisfied that my candidacy is legitimate.

I declare that the information I have given in support of my application as recorded in Parts A, B and C of this application form 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 note the information provided in the Privacy Notice, and understand and accept that the information I have provided will be processed by the Department of Justice, in accordance with Data Protection legislation, for the purposes of making this/these public appointment(s.) This will involve disclosing the following information to NISRA for the purpose of producing the Public Appointments Annual Report: my personal details and equal opportunities monitoring information (upon application); and if appointed, political activity information (which will be aggregated and anonymised before publication). If appointed I note my name, appointment term and details of remuneration will be published in the Public Bodies Annual Report. Furthermore, I understand some of my personal information may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly Questions and other enquiries.

Signed:

Date:      \_\_\_\_­­­­\_\_

**PART B: SKILLS, KNOWLEDGE AND EXPERIENCE**

**COMPLETION GUIDELINES**

* Only those applicants who appear, from the information provided, to be the most suitable in terms of the published selection criteria will be called for interview.
* It is your responsibility to demonstrate clearly on your application form how you satisfy the published selection criteria.
* It is essential that you provide evidence of how you meet the selection criteria, giving examples and **specifying dates** as appropriate. Remember, skills, knowledge and experience can be acquired in a variety of ways including work on a voluntary basis or in a personal capacity.
* It is not sufficient to simply list the various posts that you have held. The selection panel cannot make assumptions as to your skills, knowledge and experience from the title of previous posts held.
* Please note that if all sections of the application form are not completed in full, we may be unable to proceed with your application.

* To ensure equality of opportunity for everyone, applicants must comply with the word limits that have been set for relevant sections of this form. **350 words for each Essential Criterion.** Any words over this limit will be redacted and will not be made available to the selection panel.
* The layout should not be changed or altered in any way.
* Supplementary material such as CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will **not** be accepted.

**POSITION**

Please indicate below if you wish to apply for the position of Chair, Board Member or both positions:

Chair:  Board Member:  Both Positions:

**PUBLIC APPOINTMENTS**

Please indicate below if you currently hold or have previously held a public appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | No: | If yes, dates (from/to): |  |

Please list any **current** public appointments you hold, giving the name of the organisation, the dates of appointment and the position(s) held.

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| --- | --- | --- |
| **Dates**  **(From / To)** | **Public Body** | **Position(s) Held**  **(including remuneration of any current appointment)** |
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| **Essential Criterion 1 – Leadership (Chairperson Only)**  *Please provide evidence through a key example(s) of how your leadership skills provided an organisation with the strategic direction, internal support, and external promotion and influence to achieve positive outcomes. (350 words maximum)* |
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| **Essential Criterion 2 – Strategic Thinking**  *Please provide evidence through a key example(s) of how you contributed to setting the long-term direction of an organisation, and your ability to evaluate outcomes and deliver change and improvement. (350 words maximum)* |
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| **Essential Criterion 3 – Building & Maintaining Effective Relationships**  *Please provide evidence through a key example(s) of how you worked collaboratively within a team and with external stakeholders to meet business objectives in a time of change, while maintaining co-operative and inclusive relationships.**(350 words maximum)* |
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| **Essential Criterion 4 – Governance & Organisational Performance**  *Please provide evidence through a key example(s) of how you contributed to good governance and accountability in an organisation, providing effective scrutiny and oversight, managing risk and reaching evidence-based decisions.* *(350 words maximum)* |
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**PROBITY AND CONFLICTS OF INTEREST**

*Before you complete this section, it is important that you read the guidance on probity and conflicts of interest contained in your information pack.*

Have you, your partner, 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?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

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

Any potential probity issues or 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.

**GUARANTEED INTERVIEW SCHEME (GIS)**

The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet the criteria at stage 1 of the selection process (the sift process) will automatically be offered an interview. Their application will not be subjected to any short-listing which may take place.

Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who had, or has had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

**Declaration**

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme. I understand that a false declaration of a disability in order to obtain an interview will invalidate my application.

Signed \_      Date \_     \_\_\_