

APPOINTMENT TO

THE INDEPENDENT MONITORING BOARD FOR NORTHERN IRELAND

APPLICATION FORM

You are able to apply to join the IMB at any time. Interviews will take place in May and November unless there are a high number of applications received. We would however encourage you to submit your application as soon as possible.

Your application will be acknowledged and you will be advised after the initial sift assessment has taken place if you are being invited to interview. Applications are required to undergo a familiarisation visit to prison ahead of attending the interview.

**Return Details**

Completed application forms can be submitted in a variety of ways.

By email to: [imbrecruitment@justice-ni.gov.uk](mailto:imbrecruitment@justice-ni.gov.uk)

Or post/hand delivered to:

IMB Recruitment

Knockview Buildings

Block 3

Stormont

Belfast

BT4 3SG

Please note that all relevant sections of the application form must be completed. Failure to do so may result in us being unable to proceed with your application.

Applicants should submit the completed application form only. Supplementary material such as CVs will not be considered.

Please complete this form using BLACK ink or typescript. The format of the form should not be altered in any way. Any applications that are illegible will be disregarded.

**PUBLIC APPOINTMENTS PRIVACY NOTICE**

General Data Protection Regulation

**Data Controller**

Name: Department of Justice

Telephone: 028 9052 3499

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

**Data Protection Officer**

Name: DoJ Data Protection Officer

Telephone: 028 9037 8617

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

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

* Your personal information is required for the purposes of making this/these public appointment(s).
* Equal opportunities monitoring information (provided voluntarily) 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?**

* Contact details.
* Equal opportunities monitoring information which includes sensitive data (special category data): national insurance number; gender; date of birth; marital status; disability; sexual orientation; race; community background; dependants; employment history sector; level of educational attainment.
* Counter Terrorism Check.
* Special category and criminal conviction data.

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

* From the competition application form and Equal Opportunities Monitoring form you will have submitted.

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

* The relevant details from your application form will be shared with the competition panel which will include a Departmental representative and two current IMB members. At the sifting stage this will exclude your identity details.
* The equal opportunities monitoring information, in an anonymous form, is shared with NISRA. Your equal opportunities monitoring information will not be shared with the competition panel.
* Some of the information you have provided will be used in a press release announcing your appointment, including your response to a political activity questionnaire.
* Your name, address, date of birth and details of the post held will be shared with NISRA to update the Public Appointments Database.
* Some of the information you have provided will be presented anonymously within the Public Appointments Annual Report.
* Your name and appointment term 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 enquiries.

**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 a period of up to 10 years after the appointment ends (including reappointments).
* 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 – we do not use your personal data to make decisions about you.

**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 of Justice 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 – Northern Ireland

10th Floor

Causeway Tower, 9 James Street South

Belfast,

BT2 8DN

**Telephone**: 0303 123 1114

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

PERSONAL DETAILS

|  |  |
| --- | --- |
| **Title (Mr/Mrs/Ms/Dr/etc)****:** |  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Known Name:** |  |
| **Former surname(s) (if any):** |  |
| **National Insurance No.** |  |
| **Date of Birth (dd/mm/yyyy):** |  |
| **Permanent address:** |  |
| **Postcode:** |  |
| **Telephone No. (include STD code):** |  |
| **Mobile telephone No:** |  |
| **E-mail address:** |  |
| **Car Registration (For Prison Visit):** |  |

# ARRANGEMENTS FOR REASONABLE ADJUSTMENTS

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

|  |
| --- |
|  |

# FAMILIARISATION VISIT

Should the panel, after assessing your application, decide to offer you an interview you will be required to attend a familiarisation visit to one of the prisons ahead of that interview taking place.

A number of days will be set aside for the prison visits and candidates should endeavour to make themselves available during this time.

**APPLICATION FORM QUESTIONS**

|  |  |
| --- | --- |
| **Question 1) Why Do You Wish To Become An IMB Member**  This is a challenging but rewarding role. Please describe why you are applying for this role and why you want to be involved with those who are in custody.  Please describe what you hope to gain from this role.  **Please answer in no more than 350 words per question. Any text beyond the allotted number of words will be disregarded and not considered by the panel**. | |
| **Question 2) Building Positive Relationships**  IMB members will have to interact, and build up relationships with a very diverse range of people. Can you provide an example of a time you have built a positive relationship?  In your example, please outline the background to the situation, the range of people you were dealing with, what steps you took to interact with them, and the outcome you achieved.  **Please answer in no more than 350 words per question. Any text beyond the allotted number of words will be disregarded and not considered by the panel**. |
| **Question 3) Making Difficult Decisions**  IMB members may often find themselves having to make difficult decisions. Can you provide an example of a time you had to make a difficult decision?  In your example, please outline the situation you faced, how you went about making that decision, how you engaged with others, what evidence did you use to make your decision, and what the outcome was.  **Please answer in no more than 350 words per question. Any text beyond the allotted number of words will be disregarded and not considered by the panel.** |

# TIME COMMITMENT

|  |  |
| --- | --- |
| Each prison operates a flexible monthly rota. You will be expected to volunteer at the prison 3 or 4 times each month, which can be spread over the month or condensed into a week. However, depending on the number of volunteers at the prison, you could be on rota at least one week in every four and may need to visit the prison several times that week.  You will also have to attend a minimum of nine monthly Board meetings each year, which are held during normal office hours at the prison and mandatory training events, including induction training.  You may very occasionally be called in at any time day or night to monitor serious incidents.  Are you able to meet this commitment? | Yes  No |

# IT LITERACY

|  |  |
| --- | --- |
| Do you have the ability to use, and experience of, word-processing and e-mail to produce and issue documents and reports? (Please tick the appropriate box)  Training will be provided if necessary | Yes  No |

LOCATION

|  |  |
| --- | --- |
| Please indicate your preference for the establishment you would wish to be allocated to by indicating your first, second and third preference in the adjacent boxes.  The three establishments are, Maghaberry Prison, Magilligan Prison and Hydebank Wood College and Women’s Prison  Please note your preference will have no bearing on the appointment decision. | First  Second  Third |

PUBLIC APPOINTMENTS

Please list any current public appointments, beginning with the most recent and working back, giving the name of the organisation, the dates of appointment and the position(s) held.

|  |  |  |
| --- | --- | --- |
| **Dates**  **(From / To)** | **Public Body** | **Position(s) Held**  **(including remuneration of any current appointment)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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 Candidate 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?

Please advise us of any involvement you have had with the justice system. For example, this could be through work or in a voluntary capacity.

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

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

|  |
| --- |
|  |

Any potential probity issues or conflicts of interest detailed above will not prevent you from being invited to an 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.

OTHER INFORMATION

Please tick as appropriate:

|  |  |  |
| --- | --- | --- |
| 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: |
| Have you been adjudged bankrupt or made a composition or arrangement [[1]](#footnote-1) 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: |

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

SOURCE OF OPPORTUNITY

To help improve and expand our network for promoting opportunities, it would be very helpful if you could please indicate how you first heard about this opportunity by marking an X against one of the list below.

Department of Justice website   

Department of Justice X (formally Twitter)                       

NI Direct website                                            

IMB website                       

Word of mouth      

Through a voluntary or community organisation

If none of the above, please indicate where you first

heard about this opportunity ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARATION

|  |
| --- |
| I declare that the information I have supplied is to the best of my knowledge true and complete.  I understand that if I am found to have knowingly given false information or to have wilfully suppressed any material fact that I shall be liable for disqualification or, if appointed, removal from the IMB.  Under the terms of the General Data Protection Regulations I agree that the information given in this application form may be processed to provide management information for recruitment and equal opportunities monitoring purposes. I also understand that, if appointed, some of the information I have provided will be placed in the public domain.  **Print Name:**  **Signed:**  **Date:**  An electronic signature is accepted. |

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). [↑](#footnote-ref-1)