



**PUBLIC APPOINTMENT APPLICATION FORM**

**MEMBER OF STATE HONOURS COMMITTEE**

This application form is separated into 5 sections (14 pages). Please read each page carefully and make sure you answer every question that is relevant to you. You can continue any answer on separate sheets if you wish, but must clearly mark each sheet with your name and the part of the form that it relates to.

**You are asked to return the completed form to:**

**Gary Rogers  
CABINET OFFICE  
Ceremonial Secretariat  
35 Great Smith Street  
LONDON  
SW1P 3BQ**

**Or by email to:**

**[Gary.rogers@cabinet-office.x.gsi.gov.uk](mailto:Gary.rogers@cabinet-office.x.gsi.gov.uk)**

## **SECTION ONE: PERSONAL DETAILS**

**Title (Mr/Mrs/Miss/Ms/Other (please specify))**

**Surname:**

**First Name:**

**Home address:**

**Home contact numbers:**

**Other Contact Details (optional)**

## **SECTION TWO: PERSONAL QUALITIES AND EXPERIENCE**

### **MEMBER OF STATE HONOURS COMMITTEE**

The role of **Member** requires someone who is an **acknowledged expert** in one of the subject areas of the Committee; has the respect of their peers, and has a good knowledge of other areas of the Committee's work. Drawing on your own work and other experiences use this section to demonstrate how you meet the requirements. Use examples to back up your description.

### **SECTION THREE: PERSONAL QUALITIES AND EXPERIENCE**

The role requires someone who is used to handling large volumes of written evidence quickly, reading conclusions and being prepared to explain and defend them in discussion. The individual needs to be able to work with other members of the Committee to **produce agreed recommendations**. Drawing on your own experiences, use this section to demonstrate your skills. Use examples to back up your descriptions.

### **SECTION THREE: PERSONAL QUALITIES AND EXPERIENCE**

These roles require someone able to **make a personal impact**. You may find yourself having to defend the committee; decisions in public. Drawing on your experience of everyday life or your work experience, use this section to demonstrate your skills. Please use examples to back up your description.

### **SECTION THREE: POTENTIAL CONFLICTS OF INTEREST**

Please give details of any business or other interests or any personal connections which, if you are appointed either chair/member, could be misconstrued or cause embarrassment to the Government.

Any potential conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application

### **References**

Please give the details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your achievements.

#### **Reference One: Professional**

**Name:**

**Address:**

**Telephone:**

**Email:**

#### **Reference Two: Personal**

**Name:**

**Address:**

**Telephone:**

**Email:**

### **SECTION THREE: RELEVANT EXPERIENCE**

Please include details of both your career history and other relevant experience. This might include employment, voluntary experience, involvement in the community, committee experience, caring responsibilities and should include any public appointments held. If you wish to, attach a CV in addition to completing the form below.

Dates From and To	Details (Including Positions Held and Nature of Work)	Name / Address of Employer or Organisation

Please continue on a separate sheet if required and attach to this section.

## QUALIFICATIONS

Please list relevant educational, professional or vocational qualifications

## OTHER INFORMATION

If there is any other general information you would like to include about your past experience, personal qualities and skills, please do so here.

Note: If you are successfully appointed to a post, a brief summary of your career/experience and details of your response to the political activity questionnaire (see Section 5) will be included in the press release announcing your appointment.

I declare that the information given on this application is complete and correct to the best of my knowledge I also certify that I will immediately inform the Cabinet Office of any changes in circumstances that affect the answers I have given.

Signed.....

Date.....

**SECTION FOUR: PUBLIC APPOINTMENTS MONITORING FORM**

All Government Departments aim to provide fair and equal access to public appointments and to ensure that all sectors of society are represented. The questions set out in this form help us to monitor the effectiveness of this policy by gaining a picture of all those applying for and obtaining appointments.

The Office of the Commissioner for Public Appointments (OCPA) requires us to collect information on the gender, age, ethnic origin and disability of all those appointed. OCPA also requires information on whether appointees have been politically active in the past five years and whether other public appointments are held.

In addition, we may also be asked to provide information – in summary form only that does not identify individuals - in response to Parliamentary Questions and other public enquiries. In line with Government policy, and in accordance with the provisions of the Data Protection Act, the information you provide will be held confidentially and can only be used if you give us your consent. This form, therefore, includes a question asking you whether you are happy for this information to be made publicly available.

This form will be kept separate from the application form and will not be seen by the sift or interview panel. Assessment of your suitability for the post is made purely on the information you give on the application form and your performance at the interview should you be invited. Appointments are made strictly on merit. We hope that this encourages you to complete the form.

**Gender**

Male

Female

**Age**

66+	
56-65	
46-55	
36-45	
35 & under	

## **Disability**

The Disability Discrimination Act defines a person as disabled if they have a physical or mental impairment which has substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

Taking this into account, do you consider yourself to be a disabled person?

**Yes**

**No**

## Ethnic Origin

Which group do you identify with? Please tick one box. The options are listed alphabetically.

### Asian

Bangladeshi

Indian

Pakistani

Any Other Asian  
Background (specify if  
you wish)

.....

### Chinese

Any Chinese Background  
(specify if you wish)

.....

### White

White Background  
(specify if you wish)

.....

### Black

African

Caribbean

Any Other Black Background  
(specify if you wish)

.....

### Mixed Ethnic Background

Asian and White

Black African and White

Black Caribbean and White

Any Other Mixed Ethnic  
Background (specify if you  
wish)

.....

### Any Other Ethnic Background

Any Other Ethnic Background  
(specify if you wish)

.....

## SECTION FIVE: POLITICAL ACTIVITY QUESTION

All applicants for a public appointment should complete the question below. This question is asked as 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 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 Local Councillor, MP, MEP etc.  
 Stood as a candidate for one of the above offices  
 Spoken on behalf of a party or candidate
- b.  Acted as a political agent  
 Held office such as Chair, Treasurer or Secretary of a local branch of a party  
 Canvassed on behalf of a party or helped at election  
 Undertaken any political activity which you consider relevant
- c.  Made a recordable donation to a political party<sup>1</sup>
- d.  None of the above activities apply

**Name of Party of which activity undertaken:** \_\_\_\_\_

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<sup>1</sup> The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from an individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women's or youth organisation). These provisions became effective from 16 February 2001.

## Details of Involvement

*Note: 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 such activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application form.*

## Public Appointments currently held

Body	Period of Appointment	Government Department

## Declaration

I confirm that the information I have given is, to the best of my knowledge and belief, true and complete. I confirm that I understand the purpose of the form and the reasons for the collection of my personal data and that I agree to my personal data being used as stated.

YES

NO

Name:

Signature:

Date: