

For office use:

**Part A: Personal Information**

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| Surname: | Title: |
| Forename(s):  (preferred name in capitals) | |

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| Address for letters:          Postcode: |  |
| Contact Telephone No.: | |
| Email address: | |

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| Where did you find out about this appointment? |
| Interviews will be held on **Monday 13 January 2025.** Unfortunately we are unable to offer an alternative interview date. |

**CONDITIONS**

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| Only applications which contain all the requested information will be considered.  Submitting the Diversity Monitoring Form is optional.  **CVs will not be accepted**  Before you submit your application, please ensure that you are eligible for this competition. If you are successful at interview, a complete enquiry of your eligibility will be made. If you are uncertain about any aspect of your eligibility, please contact us.  Late applications will not be accepted.  Please note that evidence of emailing your application does not guarantee that it has been received. If you email your application form, you **must** ensure that within 48 hours you receive an e-mail acknowledgement from us. |

**DECLARATION**

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| The information I have provided in Part B of this form is complete and accurate to the best of my knowledge.  General Data Protection Regulation (GDPR) - For further details on how we will process your personal data, please refer to the Officeholder Services Privacy Notice  [Privacy notice: Recruitment of Officeholders | Scottish Parliament Website](https://www.parliament.scot/about/information-rights/data-protection/privacy-notices/recruitment-of-officeholders)  **I confirm that I have read and agree to the conditions and declaration above:**  Name: Please type nameDate: Insert date |

Completed applications must arrive no later than **12 noon on 2 December 2024.** Please send your application to:

**email:** [Officeholder.Applications@parliament.scot](mailto:Officeholder.Applications@parliament.scot)

**or post to**

**The Scottish Parliament**

**Officeholder Services**

**Q2.03**

**Edinburgh**

**EH99 1SP**

**If you submit your application by e-mail you MUST ensure that you receive an acknowledgement from us. If you do not receive an acknowledgement within 48 hours please contact us on 0131 348 6851.**

**Part B: Skills, Qualifications and Experience**

For office use

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| **Member of the Standards Commission for Scotland** |

**1. EMPLOYMENT HISTORY**

**References**

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| Please note that references will be required if we are considering you for appointment following your interview.  If you are successful we will ask you to provide the name of 2 referees. |

**Present Employer**

**You should also include current appointments and board/committee membership**

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| Employer’s name: |
| Address:       Tel no: |
| Job title and main duties: |
| Date started: |

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| Employer’s name: |
| Address:       Tel no: |
| Job title and main duties: |
| Date started: |

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| Employer’s name: |
| Address:       Tel no: |
| Job title and main duties: |
| Date started: |

**Previous Employment/Appointments**

Please provide details of previous employment, self-employment, appointments and board or committee membership, starting with the most recent. Please provide a minimum of 3 years’ history.

| Dates | **Company/Organisation** | Job title and a short summary of the main duties |
| --- | --- | --- |
| Started:    Ended: |  |  |
| Started:    Ended: |  |  |

**2. TIME COMMITMENT**

The SPCB has determined that the part-time Members of the Commission will work 24 days per annum on commission business plus additional days to attend Hearings.

Please confirm in the box below that you are able to spend at least 24 days per annum on Commission business and additional days as required to attend Hearings.

On average, members work 2 days a month but this can vary from month to month depending on business needs.

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**3. SKILLS, EXPERIENCE AND KNOWLEDGE**

Please study the **“**Person Specification” section in the accompanying “Information for Applicants”**.** Use the space below to demonstrate that you have the skills, experience and knowledge we have asked for.  **Address each of the each of the essential and desirable criteria in turn, using specific evidence to support your statements.** You may also use this space to include any other information which may be relevant to your application.

**This is a very important part of your application.** If you fail to deal with each of the criteria, the selection panel will find it difficult to assess your application and may be unable to invite you to interview. The selection panel will not make assumptions as to the skills, knowledge and experience you have gained, for instance through a job title.

**You should use no more than 250 words per criterion.**

**Essential**

Demonstrable commitment to high ethical standards

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Experience of working with a Code of Conduct

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The ability to efficiently and effectively assimilate complex information to reach sound and impartial decisions

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Excellent interpersonal skills to work as part of a team providing support and constructive challenge

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Board experience in an executive or non-executive capacity

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**Desirable**

Public sector experience

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**OR**

human resources experience at a senior management level

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**OR**

investigative experience

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**AND**

Awareness of the remit and role of the Commissioner for Ethical Standards in Public Life in Scotland ([About us | Ethical Standards Commissioner](https://www.ethicalstandards.org.uk/about-us))

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**Diversity Monitoring**

Please note that you do not have to complete this form if you do not want to. It is entirely voluntary. You can refer to our [Privacy Notice](http://www.parliament.scot/OfficeholderRecruitment.pdf) if you would like more information on how we process, share and store the data. The information is held to comply with our legal obligations under the Equality Act (2010) and so that adjustments can be made to the process for someone with a disability.

**1. Gender Identity 2. Age**

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| --- | --- | --- |
| **Female**  **Male** |  | **What is your date of birth?:** dd/mm/yyyy |

**3. Ethnic Group & Nationality**

|  |  |
| --- | --- |
| Please choose one category only  African  Any mixed  Arab  Asian Other  Bangladeshi  Black  Caribbean  Chinese  Gypsy Traveller  Indian  Pakistani  Polish  White  Other ethnic group  Please specify…………………..  I prefer not to answer this question | **How would you describe your nationality?**  Please choose one category only  British  English  Irish  Northern Irish  Other  Scottish  Welsh  I prefer not to answer this question  These categories are listed in alphabetical order. |

**4. Religion and Belief**

**Which of the following religions, religious denomination or bodies do you belong to?**

None

Atheist

Church of Scotland

Roman Catholic

Other Christian

Muslim

Buddhist

Sikh

Jewish

Hindu

Other (Please specify): ………………………………………

I prefer not to answer this question

**5. Sexual Orientation**

**How would you describe your sexual orientation?**

Bisexual

Gay/Lesbian

Heterosexual/Straight

Other (please specify): …………………………………………………………….

I prefer not to answer this question

**6. Disability**

**Do you consider that you have a disability according to the terms of the Equality Act 2010?**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities." An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Yes

No

I prefer not to answer this question

**Please indicate the type of condition that applies to you?**

Blindness or partial sight loss

Deafness or partial hearing loss

Learning difficulty e.g. dyslexia or dyspraxia

Learning difficulty e.g. Downs Syndrome

Long term chronic or progressive illness e.g. cancer, diabetes or epilepsy

Mental Health Condition e.g. depression or schizophrenia

Other

Physical disability

I prefer not to answer this question

**7. Disability**

We want to ensure that disabled people are able to compete during the recruitment and selection process on equal terms. We will therefore make any reasonable adjustments necessary to this process to make this possible. This might involve, for example, providing a candidate with modified equipment or practical assistance at an interview. It might also involve taking account of any feature of your disability that may affect your performance to ensure that you are not disadvantaged. To ensure that reasonable adjustments can be made, we would be grateful if you could complete the following questions:

**1. If you think that your disability may have had an effect upon your ability to complete the job application form, please tell us here what effect it may have had.**

**2. Please tell us what impact (if any) your disability may have on you during the assessment and/or interview process and any adjustments that you require to the process.**

The selection panel will be informed of any adjustments needed for the assessment or interview to enable you to participate fully.

**Political Activity**

**All** applicants for a public appointment should complete the question below. The 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.

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| 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, MSP, 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 elections**  **Undertaken any other political activity which you consider relevant**   1. **Made a recordable donation to a political party\***   **(d)**  **None of the above activities apply**  \*The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any 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. |

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| Details of Involvement:    Name of Party for which activity undertaken: |

Note: This form is for monitoring purposes only and will be detached from your application and will not be seen by the selection panel and will not be a determining factor in the selection process.

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.

**Additional Information**

Please indicate if you have ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974 or if any charges are outstanding; been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; been dismissed from any office or employment over the past 10 years; ever been disqualified from acting as a company director or in the conduct of a Company; ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration; any other facts to declare which you feel might be raised in public in future in relation to your suitability to hold appointment for which you are being considered, for example, because they could be presented as a conflict of interest.

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If you require the application form in an alternative format, please contact Janice Crerar, The Scottish Parliament, Edinburgh EH99 1SP, telephone 01313486851 or at [janice.crerar@parliament.scot](mailto:janice.crerar@parliament.scot)

Please send your completed application form to

email:[officeholder.applications@parliament.scot](mailto:officeholder.applications@parliament.scot)

or post to:

The Scottish Parliament

Officeholder Services

Q2.03

Edinburgh

EH99 1SP

Closing date: **12 noon on 2 December 2024**

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