|  |  |  |
| --- | --- | --- |
| **APPLICATION FORM**  Please fill in the Application form, which is split into three parts. Please complete the form and check it carefully before returning it to Cath Hill, Head of Corporate Governance at Leeds and York Partnership NHS Foundation Trust, Trust Headquarters, 2150 Thorpe Park, Leeds LS15 8ZB. Please note that questions marked with an asterisk \* are mandatory and therefore must be answered. | |  | | --- | | **For Office Use Only**  Reference Number: | |

**.**

Please complete the form in full. CVs will be submitted to the shortlist or interview panel but should not be the primary way of conveying information

**APPLICATION FOR THE POSITION OF NON EXECUTIVE DIRECTOR**

**Leeds and York Partnership NHS Foundation Trust**

**PART 1 – PERSONAL DETAILS**

Details entered in this part of the form will be held in the Company Secretary’s’ Office. Access to this information will be withheld from the short listing panel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \* Surname/Family Name |  | | | | |
| \* First Names |  | | | | |
| Middle Name |  | | | | |
| Name in which you are registered with a professional body (if applicable) |  | | | | |
| Title |  | UK National Insurance No | |  | |
| Address |  | | | | |
| \* Postcode/ Zip code |  | \* Country | | |  |
| Home Telephone |  | Mobile Telephone (only if UK registered) | | |  |
| Work Telephone |  | Preferred telephone number | | | 🞎Home 🞎Work 🞎Mobile |
| Email Address |  | | | | |
| \* Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? | | | | | |
| 🞎 Yes 🞎 No | | | | | |
| If you have answered ‘no’ above, you must answer these questions: | | | | | |
| Please select the category that relates to your current immigration status. This status will be subject to checking before interview. | | | | | |
| 🞎 Highly Skilled Migrant Programme / Tier 1  🞎 Indefinite Leave to remain / enter  🞎 Work Permit / Tier 2  🞎 Dependant / Spouse visa  🞎 Clinical attachment visa 🞎 Tier 4 student | | | 🞎 Post Graduate Doctors and Dentists  🞎 Tier 5 Temporary Workers  🞎 Tier 5 Youth Mobility / working holiday visa  🞎 Refugee  🞎 Visitor  🞎 Other, please specify below  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |
| --- | --- |
| Please supply details of any permit currently held, including number, validity and expiry date | |
| Visa No:  Start Date: (DD/MM/YY)  Expiry Date: (DD/MM/YY)  Details of any restrictions: | |
| Does your visa have a condition restricting employment or occupation in the UK? | 🞎 Yes 🞎 No |
| Are you an NHS professional returning to practice? | 🞎 Yes 🞎 No |

**PART 2 – MONITORING INFORMATION**

This section of the application form will be detached from your application form and will be used for monitoring purposes only.

Leeds and York Partnership NHS Foundation Trust recognises and actively promotes the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

|  |  |
| --- | --- |
| \* Date of Birth |  |
| \* Gender | 🞎 Male 🞎 Female 🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people who are married or in a civil partnership.

|  |  |
| --- | --- |
| \* Please indicate the option which best describes your marital status | |
| 🞎 Married  🞎 Single  🞎 Civil partnership  🞎 Legally separated | 🞎 Divorced  🞎 Widowed  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

|  |  |
| --- | --- |
| \* Please indicate the option which best describes your sexual orientation | |
| 🞎 Lesbian  🞎 Gay  🞎 Bisexual | 🞎 Heterosexual  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

|  |  |  |
| --- | --- | --- |
| \* Please indicate your ethnic origin | | |
| **Asian or Asian British**  🞎 Bangladeshi  🞎 Indian  🞎 Pakistani  🞎 Any other Asian background  **Black or Black British**  🞎 African  🞎 Caribbean  🞎 Any other Black background | **Mixed**  🞎 White and Asian  🞎 White and Black African  🞎 White and Black Caribbean  🞎 Any other mixed background  **White**  🞎 British  🞎 Irish  🞎 Any other White background | **Other Ethnic Group**  🞎 Chinese  🞎 Any other ethnic group  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

|  |  |  |
| --- | --- | --- |
| \* Please indicate your religion or belief | | |
| 🞎 Atheism  🞎 Buddhism  🞎 Christianity  🞎 Hinduism | 🞎 Islam  🞎 Jainism  🞎 Judaism  🞎 Sikhism | 🞎 Other  🞎 I do not wish to disclose this |

**Equality Act 2010**

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

|  |  |
| --- | --- |
| \* Do you consider yourself to have a disability? | 🞎 Yes 🞎 No  🞎 I do not wish to disclose this information |
| Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark ‘other’. | |
| 🞎 Physical impairment 🞎 Learning Disability/Difficulty  🞎 Sensory impairment 🞎 Long-standing illness  🞎 Mental health condition 🞎 Other | |
| If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification? | |
| 🞎 Yes 🞎 No | |

**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current ‘unspent’ criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become ‘spent’.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering ‘yes’ to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

|  |
| --- |
| \* Are you currently bound over or do you have any current ‘unspent’ convictions or cautions (including reprimands or warnings) that have been issued by a Court or Court-Martial in the United Kingdom or in any other country? |
| 🞎 Yes 🞎 No |
| If Yes, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. You do not need to tell us about parking offences. |
|  |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013**

The position you are applying for has been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the Police Act 1997. As such, it meets the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

Both standard and enhanced DBS disclosure certificates contain information about any convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended)*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

Please be aware that the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013* (S.I. 2013/1198) made amendment to the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* to provide that certain spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check, and employers cannot ask for information about protected convictions or cautions, or take these into account when considering you for appointment.

Before you complete the question(s) below please read guidance and criteria for the filtering of these convictions and cautions which can be found on the Disclosure and Barring Service website at: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Where the position has, in addition, been identified as a regulated activity under the *Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedom's Act 2012)* an enhanced DBS disclosure will include information which is held on the Children's and/or Adults barred list(s), as applicable to the position.

*Please note that you do not need to tell us about convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 - see notes above. You also are not required to tell us about parking offences.*

|  |
| --- |
| \* Are you currently bound over, or do you have any convictions or cautions (including warnings and reprimands) which are not deemed 'protected' under the amendment to the Exceptions Order 1975, issued by a Court or Court-Martial in the United Kingdom or in any other country? |
| 🞎 Yes 🞎 No |
| If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. |
|  |
| \* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with children? |
| 🞎 Yes 🞎 No |
| \* Are you currently bound by any barring decision made by the Disclosure Barring Service (DBS) from working with vulnerable adults? |
| 🞎 Yes 🞎 No |

**Disqualification**

|  |  |
| --- | --- |
| A person may not become or continue as a member of the Board of Directors if the following apply. Please state if any of the following apply. | |
| Have you been adjudged bankrupt or had your estate sequestrated and (in either case) not been discharged? | 🞎 Yes 🞎 No |
| Have you made a compensation or arrangement with, or granted a trust deed for, any of your creditors and not been discharged in respect of it? | 🞎 Yes 🞎 No |
| Have you, within the preceding five years, been convicted of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed? | 🞎 Yes 🞎 No |
| Are you subject to an unexpired disqualification order made under the Company Directors’ Disqualification Act 1986? | 🞎 Yes 🞎 No |
| Are you aware of anything in your private or professional life, which would be a source of embarrassment to yourself or the organisation if it became known in the event of your appointment to the position for which you are applying? | 🞎 Yes 🞎 No |

**Relationships**

|  |
| --- |
| If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship |
|  |

**\* DECLARATION**

The information in this form is true and complete. I agree that any deliberate omissions, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. This applies equally to any medical questionnaire/forms I may complete.

I also understand that any form of canvassing in respect of this application e.g. attempting to unfairly further the application by communication or influence shall result in disqualification from this appointment process.

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to the above declaration | | | |
| Signature |  | | |
| Name |  | Date |  |

**PART 3 – APPLICATION FOR POSITION OF NON EXECUTIVE DIRECTOR**

Details entered in this part of the form will be held in the Human Resources department of the recruiting organisation and will be made available to the short-listing panel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please tick only **ONE** box to indicate which post you are applying for. If you wish to apply for more than one post you will need to submit separate application forms for each post applied for. | | | | | |
| **Post One** | | **Post Two** | | **Post Three** | |
| Applicants must have an understanding of the complex environment in which the NHS operates including cross-boundary working to ensure quality of care for all our service users. Specifically, applicants must have recent experience in a senior role with a demonstrable track-record within clinical governance and / or have a clinical background. They must be able to supportively challenge the quality agenda within the Trust and will be the chair of the Trust’s Quality Committee. | | Applicants must have an understanding of the complex environment in which the Trust operates including cross-boundary working to ensure the development of our services internally and also at system and Place level. Specifically, applicants will have recent experience at a senior level within a complex commercial business / third sector / non-public sector organisation with a knowledge of fostering partnership working to create opportunities to enhance the services we provide. Applicants should have experience of working in complex organisations, or of working with numerous partners | | Applicants must have an understanding of the complex environment in which the Trust operates including cross-boundary working to ensure we work with partners to provide opportunities to support the development of our current and future staff. Specifically, applicants will have recent experience at a senior level within a higher education environment. Applicants should have experience of working in complex organisations, or of working with numerous partners | |
| **Tick** |  | **Tick** |  | **Tick** |  |

**Education & Professional Qualifications (post compulsory education)**

|  |  |  |  |
| --- | --- | --- | --- |
| Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. | | | |
| Subject/Qualification | Place of Study | Grade/result | Year |
|  |  |  |  |
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**Membership of Professional Bodies**

Include in this section any relevant professional registrations or memberships If professional registration is not required then go to **Employment History**.

|  |  |
| --- | --- |
| \* Please indicate your Professional Registration status: | |
| 🞎 Not Required for this post  🞎 I have current UK registration | 🞎 UK registration applied for  🞎 UK registration not yet applied for  🞎 I am a student |

|  |  |  |  |
| --- | --- | --- | --- |
| If you are registered then please enter the relevant details below: | | | |
| Professional Body | Membership or Registration type | Membership/Registration PIN | Expiry/Renewal Date |
|  |  |  |  |
|  |  |  |  |

If you are applying for a post that requires professional registration you are required to provide the following information:

|  |  |
| --- | --- |
| Are you currently the subject of a fitness to practise investigation or proceedings by a licensing or regulatory body in the UK or in any other country? | 🞎 Yes  🞎 No |
| Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing or regulatory body in the UK or in any other country? | 🞎Yes  🞎 No |

**Current Employment / Appointment Activity**

Please record below the details of your current employment / appointment activity / activities. This may include a number of concurrent roles and positions you are currently undertaking

|  |  |
| --- | --- |
| **Please list your current employment / appointment activity / activities along with a description of responsibility and the date when these commenced.** | |
| Name of organisation/s, position/s held and area/s of responsibility: | Dates: |

**Previous Employment / Appointment activity**

Please list below any previous positions of employment or appointment you may have had. For the purpose of the fit and proper person test there is no time limit on the positions that should be listed. You may wish to submit these via a CV.

|  |  |  |
| --- | --- | --- |
| **Name of organisation** | **Position held** | **Dates from and to** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PART 4 – SUPPORTING INFORMATION**

In this section please give your reasons for applying for this post and additional information, which shows how you match the person specification for the specific post you applying for (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, qualifications, voluntary activities and training etc. and may be included in a CV, which you may attach

**You should aim to provide no more than a 300-word answer to each of the requests set out below:**

1. Provide clear evidence of where you have had experience of working at senior level in a large/complex, changing organisation with particular reference to the skills and experience applicable to the post you are applying for (either post 1, post 2, or post 3 as per Part 3 of this application form above)
2. Provide clear evidence of where you have worked in partnership with other organisations explaining your personal input to partnership development.
3. Provide clear evidence of how you have dealt with competing or conflicting demands within a complex/changing organisational environment
4. Provide clear evidence of how you are committed to the NHS and mental health/learning disabilities services including any experience you may have had of either of these services

|  |
| --- |
| Answers to the above questions (Please continue on additional sheets if necessary). |
|  |

**PART 5 – REFERENCES**

Please give the names of the people who have agreed to supply references. For all positions you must provide 2 references. If you are, or have been employed, these should be your two most recent employers. These may include your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends and relatives are not acceptable. For all posts written references obtained must cover the preceding 3 years of employment. All referees will be approached prior to interview unless you indicate otherwise.

**Referee 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*Surname/Family name |  | First Name | |  | |
| Title |  | | | | |
| Job Title |  | | | | |
| \*Address |  | | | | |
| \*Post Code/ Zip Code |  | \*Country |  | | |
| Telephone |  | Fax |  | | |
| Email |  | | | | |
| \* Relationship |  | \*Can the referee be contacted prior to interview? | | | 🞎 Yes 🞎 No |

**Referee 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \*Surname/Family name |  | First Name | |  | |
| Title |  | | | | |
| Job Title |  | | | | |
| \*Address |  | | | | |
| \*Post Code/ Zip Code |  | \*Country |  | | |
| Telephone |  | Fax |  | | |
| Email |  | | | | |
| \* Relationship |  | \* Can the referee be contacted prior to interview? | | | 🞎 Yes 🞎 No |