Application form for governance roles

**Instructions**

1. Before you complete this form please read the candidate information booklet, available on the REC website at [Council & governance :: The REC](https://www.rec.uk.com/about-the-rec/board)
2. This form contains four mandatory sections. Please ensure you complete each section in full and provide all requested information.
3. Section 5 is to provide us with equality and diversity data. Completion is optional (although we would appreciate your help by completing it). None of the information given in this section will be seen by the panel, except in aggregate form for monitoring purposes.
4. Please send this form as a Word document and not as a pdf. Personal details will be removed before short-listing and, as a result, any applications which are not editable will not be considered further.
5. We ask that you adhere to the word count requested. Content that exceeds the word count will be removed before short-listing.
6. Please provide contact details that are regularly used and checked by you.
7. Our preference is for completed application forms to bet submitted by e-mail to recruitment@rec.uk.com
8. However you submit your form, you must ensure that it arrives by 12 noon on 24 August 2020
9. Only Applications which are submitted on this form will be accepted.

SECTION 1: PERSONAL DETAILS

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| --- | --- | --- | --- |
| Please complete all fields | | | |
| Title: | Surname: | | Forename: |
| Which role are you applying for? Note that you must submit a separate form for each role. | | | |
| If you are a current member of the REC, include your membership number here: | | | |
| Address: | | | |
| Phone: | | Email: | |
| Country of Residence: | | | |

SECTION 2: COMPETENCIES

The following section asks you to provide an outline of how you meet the necessary competencies and experience to serve as a member of the xxx Board or one of its committee.

Please fill in each field below for competencies 1 to 5 and refer to the candidate pack for examples of evidence that might be relevant. Please complete each field with 250 words or fewer.

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| Please give an example which shows you have the skills and experience to contribute to the REC's strategic direction |
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| Please give an example that demonstrates your understanding of equality and diversity issues. |
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| Please provide an example that best demonstrates your ability to listen and communicate with a range of stakeholders |
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| Please give an example that demonstrates that you have the capacity and skill to understand the needs of our stakeholders |
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SECTION 3: EXPERIENCE

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| Please give details of any other recent relevant experience that will help us assess your suitability for a governance office holder role at the REC This experience may be obtained, for example, either through your employment, voluntary or charity work.  If there are any desirable criteria/backgrounds listed for the role for which you are applying, please address them in this section.  **Please use no more than 400 words.** |
|  |

SECTION 4: DECLARATION

By submitting this application, I certify and declare that :

* All of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.
* do not know, or am not aware, of any conflict or potential conflict of interest, which would prevent my appointment as a member of one of xxxx’s governance bodies (if not applicable, delete and provide details in the box below).
* am aware of the information set out in the candidate pack provided.
* understand that, if appointed, I will be required to make formal, signed declarations that address the above.

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| --- |
| Additional information in respect of (ii) above, if required |
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SECTION 5: EQUALITY AND DIVERSITY DATA

REC aims to treat all applications fairly and in accordance with the provisions of the Equality Act 2010.

Completing this form will help us build an accurate picture of the make-up of applicants for governance roles, in encouraging equality and diversity.

Filling in this form is voluntary; it does not form part of your application. If you wish to complete it, please do. It will be removed before your application is considered by the panel.

**Gender**

Man 🗆 Woman 🗆 Intersex 🗆 Non-binary 🗆 Prefer not to say 🗆 If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White**

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

**Mixed/multiple ethnic groups**

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

**Asian/Asian British**

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please type in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please point this out when you submit your application.

**What is your sexual orientation?**

Heterosexual 🗆 Gay 🗆 Lesbian 🗆 Bisexual 🗆

Prefer not to say 🗆 If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:

**What is your current working pattern?**

Full-time Q Part-time 🗆 Prefer not to say 🗆

**What is your flexible working arrangement?**

None/retired 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆

Annualised hours 🗆 Job-share 🗆 Flexible working/shifts 🗆 Compressed hours 🗆

Homeworking 🗆 Prefer not to say 🗆 If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆

**What is your sector working experience?**

Mainly public sector 🗆 Mainly private sector 🗆 Mainly third sector 🗆