

# APPLICATION FOR APPOINTMENT TO INDEPENDENT MONITORING BOARD FOR NORTHERN IRELAND

## Notes

- Before completing this form, please read it carefully
- Please complete in your own handwriting using **CAPITALS** and in **BLACK INK**
- An **incomplete** form will delay your application
- Please return the completed application form and the community background form to the address shown

I should like to be considered to serve on the Independent Monitoring Board.  
Please indicate in order of preference 1, 2 and 3:-

Maghaberry       Magilligan       Hydebank Wood

### Personal Details

Mr/Mrs/Ms/Miss /Other ..... Surname .....

Forenames ..... D.O.B. ....

Place of birth .....

Private Address .....

.....Telephone no. ....

Business Address .....

.....Telephone no. ....

Email address .....

Occupation.....

### Public Appointments held (made by a Government Department)

Please give details of previous or existing public appointments:

.....

.....

.....

**Suitability**

range

The Secretary of State has decided that Board members must have the ability to carry out the full range of statutory duties throughout the prison establishments and should be able to demonstrate the following qualities:

duties

- a) good communication skills
- b) an ability to assess situations and draw conclusions
- c) an ability to establish relationships
- d) will be able to spend an average of 6 hrs per week at the establishment carrying out their duties

Please indicate how you consider that you are able to demonstrate these qualities

**a) good communication skills**

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**b) an ability to assess situations and draw conclusions**

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**c) an ability to establish relationships**

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**d) will be able to spend an average of 6 hrs per week at the establishment carrying out their duties**

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**Employment and/or voluntary Work**

Please give details of present and previous occupations/voluntary work

**Contact with the Northern Ireland Prison Service**

Are you in contact with persons formerly or currently in custody, professionally or otherwise.

Yes  No

If "Yes", please give details .....

Are you or any members of your family related to an existing or past member of the Prison Service?

Yes  No

If "Yes", please give details .....

**References**

Please provide the names and addresses of two responsible persons (NOT relatives or close friends) who are well acquainted with you and who are willing to provide a reference. These will only be used if you are successful at interview.

Name:-----

Name:-----

Address:-----

Address:-----

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Tel. No:-----

Tel. No:-----

Email-----

Email-----

**Conflict of Interest**

You should read the guidance notes carefully before completing this section

Please give details of any possible conflicts of interest which you consider might arise personally, in relation to any employment or other activity, or in relation to your connections with any organisation should you be appointed; and/or any other issue which, if it became public knowledge, might serve to undermine your credibility as a member of the Independent Monitoring Board.

Please also provide information on how you would address the issue should you be successful in your application.

**Disability Requirements**

If you have a disability which could affect your capacity to carry out the role specification in full, please outline any reasonable adjustments you would require to help you carry out the role effectively.

If called for interview, will you require any special assistance? If so, please specify. The reason we are asking this question is to assist with the interview process and the answer will not form any part of the selection process.

**Interview Arrangements**

If invited for interview, are there any dates in May 2006 on which you would not be available

*Appointments in Confidence*

**Convictions**

The Rehabilitation of Offenders (Exception) Order (NI) 1978 **does not apply** to the Northern Ireland Prison Service.

You should **not withhold** information about a previous conviction, caution or fixed penalty ticket on the grounds that it is for other purposes spent under the Order.

**All convictions must be disclosed. Failure to do so will lead to disqualification.**

Have you at anytime been convicted or cautioned for any offence?

No

This includes :

- any motoring offence
- any offence (Military or Civil) whilst serving in the Armed Forces
- any offence committed as a juvenile

if "Yes", please give details

| Dates | Court | Offence(s) | Sentence imposed |
|-------|-------|------------|------------------|
|       |       |            |                  |
|       |       |            |                  |
|       |       |            |                  |

Do you currently have any charges pending against you?

if "Yes", please give details

No

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|  |

The foregoing information provided is to the best of my knowledge correct.

Signed ..... Date .....



**Community Background**

The overriding consideration when making public appointments is the appointment of the most suitable person for any particular vacancy. Ministers and Departments are anxious to ensure that the pool of candidates from which appointments are made contains a fair and equitable representation of the Northern Ireland community in terms of age, gender, community background and location; to achieve such representation it is important to obtain appropriate data on applicants. To help in the monitoring of community background within the public appointments process, please give details by ticking the appropriate box below.

- My background is that of the Protestant community
- My background is that of the Roman Catholic community
- My background is neither that of the Protestant or Roman Catholic community

To which of these ethnic groups do you belong?

- White  Chinese  Indian  Pakistani
- Bangladeshi  Black-African  Black-Caribbean  Irish Traveller

Do you consider yourself to have a disability? Yes  No

**Political Activity**

**The Nolan Committee on Standards in Public Life recommended that all candidates for public appointment should be required to declare any significant political activity which they had undertaken in the last five years.**

Significant political activity includes office holding in a political party, speaking in public in support of a political party, or standing as a candidate in local, Parliamentary, European Parliament elections, or any other elections in the UK governed by legislation such as that held on 30 May 1996. Office holding in this connection means offices which are a matter of public record. You are not required to divulge private membership of or association with (including donations to) a political party or trade union, or your voting habit.

Have you undertaken any significant political activity in the last five years? Yes  No

If Yes, please give details, including the name of the political party (parties) concerned.

| Political Party | Candidate | Office Bearer | Spokesperson |
|-----------------|-----------|---------------|--------------|
| .....           | .....     | .....         | .....        |
| .....           | .....     | .....         | .....        |

Please give details of any other political activity

.....

**This information will not be used to determine your suitability for appointment.**



**PRE EMPLOYMENT CHECK: RISK ASSESSMENT**

The following questions should be answered by all applicants:

Have you or any member of your immediate family, or your close friends/associates to your knowledge, ever served a period of imprisonment in any prison establishment?

YES

NO

[If Yes, please give all relevant information including dates where known]

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Have you ever visited a prisoner in any prison establishment?

YES

NO

[If Yes, please give all relevant information including dates where known]

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Has your spouse/partner or any member of his/her immediate family, to your knowledge ever served a period of imprisonment in any prison establishment?

YES

NO

[If Yes, please give all relevant information including dates where known]

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**DECLARATION AND SIGNATURE**

I confirm that, to the best of my knowledge, the information I have given in this application form is correct.

Signature

Date

Please return the completed and signed form to the address below to be received NO later than **1.00pm on Friday 24<sup>th</sup> March 2005**. Late applications will not be accepted.

Independent Monitoring Board Secretariat  
22<sup>nd</sup> Floor Windsor House  
Bedford Street  
BELFAST  
BT2 7FT

Telephone 02890 443998