



## Member for the National Committee for Scotland (NCS)

### Application Requirements

To apply, please provide:-

1. Your Curriculum Vitae (CV);
2. An indication of which post you are interested in;
  - a. Role 1 – NCS member only
  - b. Role 2 – NCS member and Audit and Risk Committee Member
  - c. If you are interested in either post, please state this.
3. A personal statement explaining why you are interested in this role whilst addressing the criteria listed in the role description; and
4. Copies of Sections 2-5 below completed and signed, where required.

Applications should be emailed to [resourcing@forestry.gsi.gov.uk](mailto:resourcing@forestry.gsi.gov.uk).

The closing date for applications is **SUNDAY 27 SEPTEMBER 2015 (11:59 pm)**

Please note that the intention is to sift applications on **6 OCTOBER 2015** and to hold Interviews on **18/19 NOVEMBER 2015** in Edinburgh. This could be subject to change.

### Section 1: Knowledge and Experience

**SEE ROLE DESCRIPTION**

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## Section 2: Register of Interest

Please submit a \*signed copy of the Register of interest form which addresses the issues of conflicts or improprieties, past or present, which would impact on your ability to carry out this role.

Full Name:

Position:

Date:

Please register any links and relationships with organisations, individuals or bodies that may give rise to a potential conflict of interest, including any potential political conflicts of interest.

### 1. Directorships

Please list all Directorships (held within the last two years), with a brief description of the company. Please include any partnerships.

Company	Date of Appointment	Date of Resignation

### 2. Other Public Appointments

Role	Date of Appointment	Date of Resignation

### 3. Close relations and friends

Please list any possible conflicts of interests created by virtue of the employment, directorships or significant shareholding of a close relation or friend.

Name	Company	Relationship to Senior Manager

### 4. Any other matter

Please list any other matter, which may give rise to a potential conflict of interest e.g. related consultancy contracts, external examiners with academic institutions, membership of committees/organising bodies with decision making or purchasing

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powers, membership of political or lobby organisations, including Trusteeship of charitable or other bodies.

I certify that the information included within this register is, to the best of my knowledge and belief true and accurate and complete.

**Signed**.....**Dated**.....

**NB:\*** *If you do not have an electronic signature, submission from your personal email account will be sufficient.*

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## Section 3: Political Activity Questionnaire

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 elections  
 Undertaken any other 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 for which activity undertaken:

**Name**.....**Signature**.....

**Date**.....

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Details of involvement:

<sup>1</sup> 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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## Section 4: Equal Opportunities

Please complete or check boxes as appropriate

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.

<b>Role Reference:</b>	<b>NCS Scotland 2015</b>		
Candidate Number (to be completed by HR):		Date of Birth:	
Current Role Title:			
Full time: <input type="checkbox"/>	Part-time: <input type="checkbox"/>	If yes, No. of Hours:	
Female: <input type="checkbox"/>	Male: <input type="checkbox"/>		
Marital / Civil Partnership Status	Single: <input type="checkbox"/>	Married: <input type="checkbox"/>	

### ETHNIC ORIGIN INFORMATION

These categories are not about nationality, place of birth or citizenship. They relate to broad ethnic group categories as recommended by the CRE. When you have read them all please tick the box that most accurately describes you.

Asian or Asian British:	Bangladeshi	<input type="checkbox"/>
	Indian	<input type="checkbox"/>
Black or Black British:	Pakistani	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	African	<input type="checkbox"/>
Chinese or Other:	Caribbean	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>
Mixed:	Other	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Black Caribbean	<input type="checkbox"/>
White:	Other	<input type="checkbox"/>
	British	<input type="checkbox"/>
	English	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Scottish	<input type="checkbox"/>
	Welsh	<input type="checkbox"/>
Other Ethnic Origin (please describe):	Other	<input type="checkbox"/>

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Religion (please state)

Section 1 of the Equality Act 2010 defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider yourself as having a disability under the terms of the Equality Act 2010?

Yes

No

Please describe the nature of your disability together with details of any adjustments that you may require to do this Job.

In which publication or website did you see the post advertised?

## Section 5: Referees

Please provide names and contact telephone numbers of two people, who will be called to act as **referees** for you. They must have authoritative and personal knowledge of your recent achievements in a professional or public service capacity.