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**CHECKLIST**

**POST: Member of the Tayside and Central Scotland Transport Partnership**

**TO BE RETURNED TO: Scott Hendry**

**The Secretary**

**TACTRAN**

**2 High Street**

**Perth, PH1 5PH**

**NO LATER THAN: 8 SEPTEMBER 2020**

**WHEN RETURNING YOUR APPLICATION FORM PLEASE ENSURE IT HAS THE CORRECT POSTAGE VALUE AS FAILURE TO DO SO MAY CAUSE ROYAL MAIL TO DELAY YOUR APPLICATION THUS CAUSING YOU TO MISS THE CLOSING DATE. LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**HINTS FOR COMPLETING YOUR APPLICATION FORM**

* **Candidates must complete their application form to match their skills and knowledge against the specified criteria.**
* **Remember to use specific examples which you think relate to the post to support how your knowledge and skills meet the criteria.**
* **Remember to structure your response in terms of the essential criteria.**

Before returning this application form you may find the checklist below to be of assistance. Forms returned electronically will require to be signed personally before any appointment can be made.

|  |  |  |
| --- | --- | --- |
| Application form signed and dated | |  |
| Public Appointments Monitoring form signed and dated | |  |
| Political Activity Declaration form signed and dated | |  |
| Application form has the names, addresses and telephone numbers of two referees | |  |
| Ensure that any documents you have referred to are returned with the application form. **An application in the form of a CV is not acceptable.** | |  |
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***Please complete this form and return to:* COMPLETED APPLICATION**

**TO BE RETURNED BY:**

**8 SEPTEMBER 2020**

**Tactran Appointments**

**Scott Hendry**

**The Secretary**

**TACTRAN**

**2 High Street**

**Perth, PH1 5PH**

Please complete this form using BLOCK CAPITALS; ensure it is signed and dated and all enclosures are attached. You should fill in the form as completely and as clearly as possible. Please do not substitute your Curriculum Vitae for a completed form since this will not be considered. This is to enable us to consider applications on an equal basis.

|  |
| --- |
| APPOINTMENT: MEMBER OF THE TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP |

|  |  |
| --- | --- |
| NAME AND ADDRESS | |
| Surname | Title |
| Forenames | |
| Permanent Address  Telephone Number  Post Code (including area code) | |
| Email address | |
| Professional Qualifications (if any) | |
| Occupation | |
| Address for correspondence (if different from above)  Post Code Telephone Number  (including area code) | |

**SUITABILITY FOR APPOINTMENT**

Drawing on either your working life or personal life, please describe how your skills and knowledge meet the criteria set out below.

|  |
| --- |
| **Personal and/or operational expertise and demonstrable knowledge from working at board/strategic level in business, the public sector or the voluntary sector** |
| **Detachment from local and national politics** |
| **Transport knowledge (this could be knowledge of the transport issues pertinent to one or more sector e.g. business, healthcare, the environment, economic development etc)** |

|  |  |
| --- | --- |
| **Regional rather than local perspective** | |
| **Political and media awareness** | |
| **Financial awareness** |
| **Communication skills** |

**PRESENT AND PREVIOUS PUBLIC APPOINTMENTS**

Do you hold or have you held an appointment in a public, voluntary or community organisation?

Yes No

If ‘Yes’, please list below the organisations, length of time, positions held and any remuneration received. Please state the type of organisation in which you held the appointment, continuing on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Public Body** | **Period of Appointment**  **From To** | | **Position**  **(e.g. Chair, Member)** | **Remuneration received**  **for current posts** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If you are currently holding, or have held, a public appointment we may take up a reference from the Chair.

##### DECLARATION OF INTERESTS

Are you aware of any possible conflict of interest which might arise, either personally, in relation to your employment or in relation to your connections with any individuals or organisations should you be appointed? Conflicts of interest are not normally a barrier to appointment as long as they are appropriately managed and/or resolved and this will be explored at interview.

e.g.:

* Perception of rewards for past contributions or favours;
* Relevant pecuniary or other interests outside the organisation;

Yes No

If ‘Yes’ please give details

**ADVERTISING & PUBLICITY**

From which publication, or other source, did you learn of this vacancy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If nominated, please state name of nominating body \_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### (A nominating body is an organisation which is invited to put forward suggested names for consideration. Nominees go through the same selection process as candidates applying through open advertisement.)

##### REFEREES

Please provide details of two referees whom we can approach about your application for appointment if you are selected for interview.

|  |  |
| --- | --- |
| Name | Name |
| Position | Position |
| Address | Address |
| Telephone No.  (including area code) | Telephone No.  (including area code) |

##### DECLARATION

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

Under the terms of the Data Protection Act 1998, I agree that the information given in the application and monitoring forms may be processed to provide management information for appointment and equal opportunities monitoring purposes.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

If you are submitting this form electronically please leave the signature line blank.

If you are shortlisted for interview you will be asked to sign the declaration before the interview takes place.

The personal information provided by you will not be disclosed by TACTRAN or the Scottish Government to third parties. We may however publish statistical information relating to public appointments which will be based on information gathered from these forms but will not identify any individuals.

**POLITICAL ACTIVITY**

**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 5 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, MSP, 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[[1]](#footnote-1)1

d. 🞎 None of the above activities apply

***Name of Party for which activity undertaken***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Details of involvement****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**PUBLIC APPOINTMENTS MONITORING FORM**

**IN CONFIDENCE WHEN COMPLETED**

Scottish Governament wants those appointed to public bodies to reflect the diverse Scottish population, thus it is important that opportunities to serve on boards are open to all. To help achieve this, it is important that we obtain accurate and complete data from every applicant relating to gender, ethnicity, religion/faith, disability and other relevant details.

**For each question on this form, you should only select one box (except for Question 4 which requires you to select any that apply to you).**

**Question 1 – What is your gender?**

Male

Female

Prefer not to say

**Question 2 – What is your year of birth? (Please enter in the format xxxx e.g. 1963)**

Please write in:

Prefer not to say

**Question 3 – What is your ethnic group?**

Please choose **ONE** section from **A to F** which best describes your ethnic group or background, then select **ONE**box from within that section.

**A. White**

Scottish

Other British

Irish

Gypsy/Traveller

Polish

Other white ethnic group, please write in:

**B. Mixed or multiple ethnic groups**

Any mixed or multiple ethnic groups, please write in:

**C. Asian, Asian Scottish or Asian British**

Pakistani, Pakistani Scottish or Pakistani British

Indian, Indian Scottish or Indian British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British

Chinese, Chinese Scottish or Chinese British

Other, please write in:

**IN CONFIDENCE WHEN COMPLETED**

**D. African, Caribbean or Black**

African, African Scottish or African British

Caribbean, Caribbean Scottish or Caribbean British

Black, Black Scottish or Black British

Other, please write in:

**E. Other ethnic group**

Arab, Arab Scottish or Arab British

Other, please write in:

**F. Prefer not to say**

Prefer not to say

**Question 4** - The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a physical or mental impairment, which is substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.

**Do you have any of the following conditions which have lasted, or are expected to last, at least 12 months?**

**Please select all that apply**

Deafness or severe hearing impairment

Visual impairment

A physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)

A learning disability (such as Down’s syndrome)

A learning difficulty (such as dyslexia or dyspraxia)

A mental health condition (such as depression or schizophrenia)

A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy)

Other condition, please write in:

No

Prefer not to say

**IN CONFIDENCE WHEN COMPLETED**

**Question 5 – What religion, religious denomination or body do you belong to?**

None

Church of Scotland

Roman Catholic

Other Christian, please write in:

Muslim

Buddhist

Sikh

Jewish

Hindu

Another religion, please write in:

Prefer not to say

**Question 6 – How would you describe your sexual orientation?**

Bi-sexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Other

Prefer not to say

**Question 7 - What best describes your current employment status?**

**⧫ Please select the one that best applies**

Working as an employee

Up to 30 hours  30+ hours

Self employed or freelance

Retired (whether receiving a pension or not)

Full Time Student

Looking after home or family full time

Long term sick or disabled

Doing any other kind of paid work. Please specify if you wish:

None of the above. Please specify if you wish:

Prefer not to say

**IN CONFIDENCE WHEN COMPLETED**

**Question 8 - Which sector do you currently work in (or have most recently worked in if currently not in paid employment?)**

Public

Private

Voluntary

Other, please write in:

Prefer not to say

**Question 9 - Where do you live?**

Is your permanent address in Scotland?

Yes

No

Prefer not to say

If yes, please let us know the name of your local council (e.g. Aberdeen City, Fife, West Lothian).

Local council name, please write in:

1. 1The 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. [↑](#footnote-ref-1)