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Application to: **Passenger Focus**

Application for appointment as a: **Scottish Board Member**

Please note **Part A** of the application form will **not be made available to the selection panel**.

Your form will be photocopied/scanned and then read by the panel. It is therefore important that it is **legible**. Please complete this form electronically or if hand-written, in **black ink**.

**PART A: PERSONAL INFORMATION**

**Last Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**First Name(s):** \_\_\_\_\_  
(please underline the name you are known by)

**Home Address:**

**Post Code:**

**Telephone number:**

**Mobile:**

**Tel/ No. Business**

**Email:**

**Address for  
Correspondence (if  
different from above):**

**Post Code:**

**Telephone number:**

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**PART A: 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.

I understand that all documentation associated with an appointment round will be held by the Scottish Government for two years following the announcement for audit purposes and/or to investigate a complaint. I understand that if my application is successful, it will be held for the duration of my appointment. I agree that documentation generated during this appointment round may be accessed by the Commissioner for Public Appointments or anyone acting on the Commissioner's behalf, insofar as is necessary to ensure a fair appointment process.

Under the terms of the Data Protection Act 1998, I agree that the information given in page 1 of the application form may be processed to provide management information for appointment round monitoring purposes. I understand that my personal details will not be made available publicly unless I am appointed.

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

**If your application is submitted by email please leave the signature blank. You will be required to sign this application at interview if shortlisted.**

Closing date for **receipt of applications** is **5<sup>th</sup> April 2012**

**Completed applications can be returned electronically to**  
**[boardrecruitment@passengerfocus.org.uk](mailto:boardrecruitment@passengerfocus.org.uk)**

Alternatively, you can post your application to:

Board Recruitment  
Passenger Focus  
2<sup>nd</sup> floor  
One Drummond Gate  
Pimlico  
London  
SW1V 2QY

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**PART A: REFEREES**

Please provide details of two referees whom we can approach in order to confirm the factual accuracy of the information you have provided in the application form.

1. **Name:**

**Position:**

**Address:**

**Telephone Number:**

2. **Name:**

**Position:**

**Address:**

**Telephone Number:**

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### PART B: SELF ASSESSMENT – SUITABILITY

This part of the application form will be available to the Selection Panel.

Please study the **Skills and Knowledge** section in the accompanying **Person Specification**. Use this form to demonstrate that you have the skills and knowledge we have asked for. Draw on examples from your working life, through your participation with a private, public, voluntary or community organisation, and/or other areas of your personal life.

This is a very important part of your application. If you do not deal with all of the essential criteria (and desirable criteria where possible) the selection panel will find it difficult to assess your application and may be unable to invite you to interview. The selection panel will not make assumptions – for example from a job title – as to the skills and knowledge you have gained.

To be considered for interview, you must as a minimum requirement meet **all** of the essential criteria listed on the following pages.

#### Suggested preparation

- Take time to think about each of the criteria.
- Think about the situations you have recently been involved in.
- Think how your actions/experiences in these situations demonstrated the criteria.
- Prepare your answers, answering all the questions listed under each criterion.

#### Writing your examples

- Do not feel restricted in only using the space available in providing your examples. If applications are handwritten, please include continuation sheets as necessary. Nonetheless, applicants should ensure their answers are clear and as succinct as possible. You may be asked to expand on your answers at interview.
- Please ensure that you give specific examples for each criterion, describing **actual** events rather than a generalised description of what you would usually do.
- Draw on examples which best demonstrate your skills, knowledge or abilities in that area, but try to use different examples across the range of criteria to demonstrate a breadth of experience.
- Write what **YOU** did – use “I” not “we”.
- Give the outcome – what happened?
- Where knowledge is required, describe how you gained and/or used this knowledge.

Please confirm that you  
live or work in Scotland

YES

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**ESSENTIAL CRITERIA**

**Experience of strategic thinking with regards to 'making a difference'**

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**Regular user of National Rail Services and, in particular, Scottish services**

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**Demonstrable understanding of passenger issues, particularly in Scotland**

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**Ability to build credible, constructive relationships with passengers and external stakeholders**

**Proven experience of building credible, constructive relationships with the Chair, other members and staff (i.e. internal stakeholders) within a relevant organisation**

**Demonstrable understanding of the Scottish political environment and its interface with the rest of Great Britain**

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<b>Experience of chairing meetings or addressing / making presentations to large audiences</b>

**DESIRABLE CRITERIA**

**Please describe below examples of how you meet *up to three* of the desirable criteria. Please specify which criteria you are addressing:**

<p><b>Knowledge of a specialist field such as :</b></p> <ul style="list-style-type: none"><li>• Consumer affairs</li><li>• Customer facing business</li><li>• Rail industry</li><li>• Integrated transport</li><li>• Business use of rail</li><li>• Regulatory affairs</li><li>• Accessibility</li><li>• Consumer/community empowerment</li><li>• Evidence based campaigning</li><li>• Media and/or public relations issues and in particular new/social media</li><li>• Local government</li><li>• Regional government</li><li>• Environment</li></ul>
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**1. Criteria:**

**2: Criteria:**

**3: Criteria:**



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**PART C: LIFE EXPERIENCE**

**This part of the application form will be available to the Selection Panel.**

This is also a very important part of your application. When completing this section, you should refer to the accompanying **Person Specification**.

This section provides you with the opportunity to highlight experience you have gained - either from your working and/or personal life, or through your participation with a private, public, voluntary or community organisation – which have provided you with skills and knowledge relevant to this role.

In addition please attach a brief CV (no more than 2 sides of A4) outlining your employment history, any relevant voluntary work, public service or other experience, together with any relevant professional, academic or vocational qualifications. Your CV will be used to assist the assessment of your expertise.

**LIFE EXPERIENCE: Please provide details of your experience and highlight how this has provided you with skills and knowledge which match any of the criteria listed in the person specification.**

**Please note that information which does not provide evidence that relates directly to the criteria will not be considered.**

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**Conflict of Interest**

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. Further guidance on conflict of interest can be found on the OCPA website at <http://publicappointmentscommissioner.independent.gov.uk/index.html>

Yes  No

If yes, please provide details:

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### PUBLIC APPOINTMENTS MONITORING FORM

#### **Why complete this form?**

We want those appointed to public appointments to reflect the diverse UK population, thus it is important that opportunities to serve on boards are open to all. To help us 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. By completing this form you will be providing us with information which we will use **in the strictest confidence** to monitor and improve the appointments process.

**You can be assured that the information you provide in this form will be handled on a confidential basis. This form will not be made available to the selection panel.**

#### **What happens to the information you provide on this form?**

The information provided in this form is extracted from the application form and held securely in our confidential monitoring database. The information supplied is not used in the selection process. The data will be analysed to identify trends or shortcomings and will allow us to measure progress against our diversity goals.

All information gathered will be held in the strictest confidence and applicants' personal data will be protected. We publish information on the composition of boards of public bodies on our website at [www.scotland.gov.uk/publicbodies](http://www.scotland.gov.uk/publicbodies). The statistical information gathered from the monitoring forms may also be used in response to Parliamentary Questions and other public enquiries or reports. Statistical information will also be routinely provided to the Office of the Commissioner for Public Appointments in Scotland to measure progress in increasing the range of people applying and being appointed. **However none of your personal data will appear.**

#### **How have the questions in this form been drafted and selected?**

We have based a number of questions on the format used at the last Census. It makes sense for us to do this, as the Census provides baseline data that we can use to establish whether the people applying for public appointments broadly reflect the Scottish population.

#### **How to use this form**

The form has been designed to be accessible to a diverse applicant field and to allow applicants to complete the form electronically. Please double click on the correct entry and select "checked" to enter an "x". Alternatively you may prefer to print a copy, complete it manually and return it with your completed application form.

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**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
- English
- Welsh
- Northern Irish
- 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:

**D African, Caribbean or Black**

- African, African Scottish or African British
- Caribbean, Caribbean Scottish or Caribbean British
- Other, please write in:

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**E Other ethnic group**

- Arab
- Other, please write in:

**F Prefer not to say**

- Prefer not to say

**Question 4** - The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA 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

**Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

- Yes, limited a lot
- Yes, limited a little
  
- No
- Prefer not to say

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

- None
- Church of Scotland
- Roman Catholic
- Other Christian
- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Pagan
- 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

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**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 - What is your household income?**

*This information is helpful as it allows us to identify the impact of income on applications for board positions which offer remuneration compared to those with no remuneration.*

What would you say your household's total income from all sources is (please provide gross amount before taxes)?

**Per Week**

- Less than £100
- £100 to £199
- £200 to £299
- £300 to £499
- £500 to £699
- £700 to £949
- £950 to £1 199
- £1 200 to £1 499
- £1 500 or more
  
- Prefer not to say

**Per Year**

- less than £5 200
- £5 200 to £10 399
- £10 400 to £15 599
- £15 600 to £25 999
- £26 000 to £36 399
- £36 400 to £49 399
- £49 400 to £62 399
- £62 400 to £77 999
- £78 000 or more

**Question 10 – 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 (eg: Aberdeen City, Fife, West Lothian).

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**Question 11 - Advertising and Publicity**

**To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you heard about this vacancy.**

Public Appointments Website

Public Body's website

Other Website, please state \_\_\_\_\_

Event; please state which event \_\_\_\_\_

Press; please state which publication \_\_\_\_\_

Online Job Board; please state which job board \_\_\_\_\_

Other, please specify: \_\_\_\_\_

Prefer not to say

**Question 12 – Diversity Research**

The Commissioner for Public Appointments in Scotland is conducting ongoing research into the diversity of applicants and equality of treatment of applicants participating in the appointment process. Are you willing to be contacted by the Commissioner's office for your views on these aspects of the process? Please tick the relevant box.

Yes

No

Name:

Date:

Name of Public Body re/applying for:

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**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 political 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, District Councillor, MP, MEP, MLA 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

*Name of Party for which activity undertaken:*

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*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, unless except where expressly permitted. 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. You should not, however, identify the relevant political party in the application form.

<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