



Ministry
of Defence

**Defence Business Services Non-
Executive Chair of Audit, Risk and
Assurance Committee and Non-
Executive Member to the Defence
Business Services Board**

Expression of Interest

Closing date: 19 June 2023, 1200 noon

**Reference: 7442_DB_S_ARAC_CHAIR
please quote on all correspondence**



Non-Departmental Public Body

Expressions of Interest for Chair/Member

Personal Details

Surname:
Forenames:
Title:

Address:

Email:
Telephone:

References

Please provide the names and contact details for two referees. These must be people who know you in a professional capacity to comment on your suitability for the role. They will be expected to have authoritative and personal knowledge of your experience and achievements. References will be taken if you are successful at the shortlisting stage. By providing your referees details, you are giving us consent to approach them should you be successful at the shortlisting stage.

Name: Address	Name: Address
Telephone: Email: Relationship:	Telephone: Email: Relationship:

Qualities and experience

*After reading the person specification for the post, please use the space below to demonstrate how you meet the **essential criteria** as outlined in the job advert.*

Security clearance

Current or most recently held security clearance:

- Baseline
- CTC
- SC
- DV

Expiry date of most recent clearance:

Issuing authority:

Due Diligence

The Department will undertake due diligence checks on all applicants who are invited to interview. Due diligence checks will include social media and internet searches.

If there is anything relevant to your suitability as a public appointee or anything which could impact on public confidence on your suitability, please provide brief details below:

Yes

No

If yes, please give details:

Disability Confident Scheme

The Disability Symbol Scheme was replaced by the Disability Confident Scheme in November 2016. Like the previous scheme, we commit to offer an interview to disabled people who meet the minimum criteria for the job.

By 'minimum criteria', we mean that you must provide us with evidence in your application, which demonstrates that you meet the level of competence required under each of the specific qualities and skills sought.

If you consider yourself to have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition), and want to apply under the Disability Confident Scheme complete the below declaration.

Definition of a disability

The Equality Act 2010 (EA) generally defines a disabled person as:

- *someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.*

Please tick, if appropriate:

I have a disability and would like to apply under the Disability Confident Scheme.

Yes

No

Whether you choose to apply under the Disability Confident Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Conflicts of Interests

Do you have any business, financial or personal interests that might be relevant to the work of the body/bodies for which you have applied, and which could lead to a real or perceived conflict of interests (refer to the Annex in the candidate information pack) were you to be appointed? (Failure to disclose such information could result in an appointment being terminated.)

Yes

No

If yes, please give details:

Employment Background

Please indicate where the majority of your experience has been gained by ticking the appropriate box below:

Mostly Private:

Mostly Civil Service:

Mostly Wider Public Sector:

Mostly Third Sector:

- Mixed:
Other:
Choose not to answer:

Other Ministerial Appointments held

How many other public appointments do you currently hold?

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It **does not** include sitting as a school governor, being a magistrate or any positions within charities.

- 0 1 2 3 4 5-9 10 or more
 I prefer not to say

If yes, please provide the information below:
(Body, period of appointment, payments received, Government Department)

Significant Political Activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

- Yes
No

If yes, please indicate for which party/parties:

Where did you hear about this post?

Please provide details of how you found out about the post (e.g. Public Appointments Website, twitter, word of mouth, etc)

Declaration

I confirm that to the best of my knowledge and belief, the information given in this form is complete and correct. I understand that if I am appointed and the information, I have provided is subsequently found to be untrue then my tenure of office may be terminated.

I understand that my application will be considered for membership of the Non-Departmental Public Body, without commitment and agree to the Non-Departmental Public Body and Ministry of Defence holding information about my application electronically, within the terms of the General Data Protection Regulation and the Data Protection Acts.

I understand that if appointed, details of my membership of the Non-Departmental Public Body will be published.

If this is agreeable to you, please sign the below. We will require a signature to proceed with your application.

Signed.....
(An electronic signature will suffice)

Date.....