**CONFIDENTIAL**

Before completing this form please read the accompanying *Information for Prospective Board Members*, which defines the selection criteria more fully and describes the requirements of the position.

# **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title      | Forename (s)      | Surname      |
| Permanent Address                     |
| Postcode       | e-mail       |

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| Telephone (daytime)      |

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| --- |
| Address for correspondence if different to above:      |

**PROFESSIONAL QUALIFICATIONS**

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**PRESENT PRINCIPAL OCCUPATION**

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**OTHER APPOINTMENTS**

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| --- | --- | --- | --- |
| **Organisation and Position** | **Appointed by** | **Time Commitment** | **Period of Appointment** |
|       |       |       |       |
|       |       |       |       |
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**EXPERIENCE**

To achieve a balance of expertise on the Board, candidates are required to provide evidence of their professional and personal experience in one or more of the following:

* Finance and Accounting
* Capital projects
* Business development and strategic decision making.

With reference to your professional and personal circumstances please describe your specific experience in these areas, including how recently and in what capacity you acquired your knowledge and how often you apply this.

**Finance and Accounting**

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**Capital Projects**

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**Business Development and Strategic Decision Making**

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**Other skills and experience**

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**PERSONAL QUALITIES**

To allow the appointing panel to assess how your background and personal qualities would contribute to the Board’s work please describe briefly, drawing on your professional and personal life, including any voluntary work, how your own personal qualities meet the following criteria:

**The ability to formulate and discuss strategic subjects in a Boardroom environment in a coherent and structured way**

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**The ability to contribute effectively and impartially to group discussions involving a wide range of subject matter and people, including specialists and professionals**

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**A depth of management or specialist expertise without personal bias towards any particular sector of activity**

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**REFERENCES**

Please provide contact details for two referees who can provide references as to your suitability for this position. References will be taken up should you be selected for interview and should not be enclosed with your application.

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| --- | --- | --- | --- |
| Name |       | Name |       |
| Address |       | Address |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
| Tel No: |       | Tel No: |       |

**DECLARATION**

I have read the information provided about these appointments. In addition to the information requested, I have disclosed any other information which is relevant to my suitability as a public appointee – for example any convictions or bankruptcies or anything such as business interests or personal relationships which might lead to a question of a conflict of interest. I confirm to the best of my knowledge that the information I have provided is accurate and not misleading. I realise that failure to disclose relevant information or the provision of inaccurate or misleading information may result in an appointment being summarily terminated.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Date: |       |

**ADDITIONAL INFORMATION**

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