**Appointments to the Navigation Committee 2023**

Application Form

**Introduction**

Before you start to complete the form, you are advised to read the accompanying Notes for Guidance.

Please email the completed form to: [committees@broads-authority.gov.uk](mailto:committees@broads-authority.gov.uk) to arrive no later than **4pm on** **Wednesday 12 October 2022**.If completing by hand, please use black ink and send to the Senior Governance Officer, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

If you have any difficulty completing this form, alternatives (e.g. large print) can be arranged. Please contact the Authority at the above address.

**Section 1 – Personal Details**

1. Surname: enter text here

Forename/s: enter text here

Title: enter text here

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| 2. Contact address: |  | 3. Home address if different from contact address: |
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| Postcode: |  | Postcode: |
| Telephone number: |  |  |
| Mobile number: |  |  |
| Email: |  |  |
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**Section 2 – Post criteria and requirements**

4. Attendance at meetings of the Navigation Committee

Please make sure you have familiarised yourself with the time commitment required as a member of the Navigation Committee and the location of meetings. If there is anything we could do to enable you to attend an interview or meetings, which you would not otherwise be able to attend (e.g. due to other commitments or disability) please contact us at the address/email/telephone number given at the end of this form so we can discuss it with you.

I confirm that I am able to give the time commitment and travel to meetings as required: **Yes**:  **No**:

5. Post criteria and requirements

The skills and experience required as a Member of the Navigation Committee are outlined in the Job Description. You are encouraged to include here details of any relevant activity, including employment, time taken out of mainstream employment, for example to provide support for a family or business, voluntary community activities or other public appointments or activities.

Please provide information (including examples) which demonstrates that you possess the **essential** skills, knowledge and experience outlined in the Person Specification. It is essential that this information is provided in order for your application to be considered for shortlisting.

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6. Please provide information (including examples) which demonstrates that you possess the **desirable** skills, knowledge and experience outlined in the Person Specification for the role as an appointed member to the Navigation Committee.

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7. Please supply any further information you wish, to demonstrate which other personal qualities you think you would bring as a Member of the Navigation Committee. Public bodies require a range of people from different backgrounds, who bring different qualities and experience, so please include anything that you personally feel is relevant.

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8. Please give details of any relevant educational or professional qualification, including publications/papers written.

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9. As a member of the Navigation Committee you may find that it is discussing matters which affect your/your close family’s business or personal (financial) interests. This will not preclude your membership of the Committee but it is in the interests of both you and the Authority now to declare in the box below any business or personal interests that may be perceived to be a potential conflict of interest in relation to this appointment

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**Section 3 – Other Information**

10. Where did you hear about this appointment:

Broad Sheet

Eastern Daily Press

Broads Authority website

Member of Authority/Navigation Committee

Other - please specify enter text here

11. Please give the names and addresses of two people or organisations who may be asked to act as referees for you. In the case of organisations please provide contact details.

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| Telephone number: |  | Telephone number: |
| Email: |  | Email: |

**Section 4 – Data Protection Privacy Notice and Declaration**

**12. Data Protection**

The information provided on this application form and supporting documents will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months, after which those for unsuccessful candidates will be destroyed, and those for successful candidates will be destroyed 6 months from the end of their term of office.

**13. Declaration**

If there is anything relevant to your suitability as a public appointee – for example your use of social media, online articles about you, any criminal convictions, bankruptcy or anything which could impact on public confidence on your suitability:

**Yes**:  **No**:

If yes, please provide brief details below:

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**I declare that the information given on this application is complete and correct to the best of my knowledge. I have also read the Job Description and can confirm that I am eligible to be considered for appointment to the Navigation Committee.**

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| --- | --- | --- | --- | --- |
| Signature |  | Date |  | select date |

If you are submitting this form electronically please type your name in the signature box.

Please email your application to: [committees@broads-authority.gov.uk](mailto:committees@broads-authority.gov.uk)

You are advised to keep a copy of this form. If submitting by post please return this form to:

Senior Governance Officer, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

For an informal discussion about the post or clarification of the process please ring our Senior Governance Officer on 01603 756062 or by the email or postal address as detailed above.

Deadline for application forms is **Wednesday 12 October 2022 - by 4pm.**