



Guidance on completing the Application Form

Important Note:

- All fields within the application form are mandatory, incomplete applications may not be considered
- If a section does not apply to you, please do not leave blank but enter 'Not Applicable'
- You are requested to apply for only one IMB recruitment campaign at a time and not submit multiple applications for different Boards until the outcome of the first is known
- You should usually live within approx 20 miles of the IMB you are applying to, unless another distance is stated within the individual advertisement; if you live outside the published distance, you may not be able to be considered for the vacancy
- If you are a former IMB Member who wishes to re-join the IMB, you can do so, but there must be a 3 year gap before applications can be made to rejoin any previous IMB on which you served; however, you can apply to any other IMB without restrictions.

Section A (About Yourself)

We hope this is self explanatory; it incorporates standard information about you.

Sections B – C (Employment, Activities not related to employment (including voluntary work))

Please give as much information as possible, this section will help us understand a little more about you and help with any interview but don't worry if you are unable to complete these boxes. If a section does not apply to you, please insert not applicable in that section.

Section D (Ministerial and/or Public Appointments)

A public appointment is not a job. It is an appointment to the board of a public body. A public body is a body set up by government which delivers public services. It may have a regulatory, executive or advisory role in the process of government.

There are many ways to play a part in public life. Applying for a public appointment is one of them. If the appointment is made by a Minister, the appointment process is likely to be regulated by the Commissioner for Public Appointments. The Commissioner requires that all such public appointments must be made on merit after a fair, open and transparent process.

You can find out more about the Commissioner and the Commissioner's work (including details of the bodies within the Commissioner's remit) at:

www.publicappointmentscommissioner.org

Section E (Convictions)

Failure to disclose any relevant information as described in this section will result in your application being rejected, or appointment being revoked.

Due to the unique work of the IMB, IMB members are exempt from the *Rehabilitation of Offenders Act 1975*. All applicants are required to declare on their application form all convictions and cautions (spent or unspent) *other than* protected convictions or cautions.

This link takes you to the DBS website for information on protected and unprotected cautions and convictions –

<https://www.gov.uk/government/publications/dbs-filtering-guidance> .

In summary, there is a specified list of offences which are never protected and which must be disclosed. These include serious violent and sexual offences:

- For other offences, a conviction received by an adult is protected from disclosure and does not need to be declared if,
 - i. 11 years have elapsed since the date of conviction
 - ii. It is the person's only conviction
 - iii. It did not result in a custodial sentence; and
 - iv. It was not one of the specified offences which must always be disclosed
- A caution received by an adult will be protected from disclosure if six years have elapsed since it was given – and if it was not for one of the specified offences which must always be disclosed.

See the guidance on the DBS website about protected cautions and convictions, which includes the list of specified offences which will always be subject to disclosure. Here is the link:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Unless there are exceptional circumstances, failure to disclose a conviction or caution which you are required to declare may lead to a recommendation against your appointment to an IMB. Please be aware that cautions and convictions are not an automatic bar to appointment, but each application is judged on its own merits by taking into consideration the nature of the conviction/caution, the length of time that has elapsed since it occurred and also any patterns of convictions/cautions.

Section F (Conflict of Interest and Other Information)

Failure to disclose any relevant information may result in your application not being considered.

One of the most important requirements for Board Members is that they perform their duties impartially and objectively. It is also vital that the public has confidence in the independence

and impartiality of the Board. Even a perceived conflict of interest on the part of a Board Member can be damaging to the Board's reputation.

All prospective Board Members will therefore be asked at interview to declare any personal, direct or indirect interests, connections or obligations which could, or could be perceived to, influence their actions, decisions or judgement, or make it difficult for them to fulfill their duties fairly. This should normally also include such interests of close family members and of people living in the same household. Close family members include siblings, personal partners, parents, adult children, aunts, uncles, nieces and nephews. If in doubt whether or not your relationship could cause a future conflict, please provide details to help us consider your application.

Don't worry if you think you may have an actual or perceived conflict of interest – it doesn't necessarily mean you can't become a Board Member. Each case will be considered individually and the interview panel will explore with you how far the conflict of interest might affect your ability to contribute effectively and impartially on the Board and how it might be handled if you are to be appointed.

Examples of potential conflicts of interest are listed below:

- if you, a member of your family, friends or acquaintances work for the National Offender Management Service (NOMS) who are responsible for the management of prisons or for the Home Office who have responsibility for Immigration Removal Centres and Short Term Holding Facilities
- if you, a member of your family, friends or acquaintances are serving a custodial sentence
- if you, a member of your family, friends or acquaintances is serving on an IMB (either the board you are applying to or another)
- if you supply a service or have business or other interests within the establishment

Section G (Political Activities)

This section covers political activity and disclosure of all relevant information is mandatory.

Section H (How did you hear about IMB)

We would be grateful if you could complete this section and tell us where you first saw the advertisement for the IMB you are applying to. This will help us with future recruitment campaigns.

Section I (Guaranteed Interview Scheme Declaration)

Under the Scheme a disabled candidate will be selected for interview if they meet the minimum criteria for the role. If you consider yourself to have a disability as defined under the Equality Act 2010 and would like to apply under the Guaranteed Interview Scheme, then please complete the declaration within this section.

Section J (Competencies)

The core competencies form the basis of selection for interview and interview itself. You will be assessed for the role on the strength and quality of the information you provide under each of the following headings.

Competencies

- **Communication**
You must be able to communicate clearly, both orally and in writing, and must be able to adapt your communication depending on the audience. You should be able to talk to people with varying language skills and those with limited English. You must be able to write clearly and succinctly and produce easy to understand responses in plain English. You must also possess basic IT skills or undertake to learn them within your probationary year, and must respect confidentiality and security both inside and outside the establishment.
- **Objectivity and analytical skills**
You must be able to show that you are able to work unsupervised and follow up concerns independently, objectively and fairly. You must be able to use and interpret various sources of evidence and understand how relevant and valid it is to provide sound, balanced, sensible and proportionate responses.
- **Teamwork and board development**
You must be able to work constructively as a member of a team and must be able to describe the importance, values and benefits of good team-working. You must also show that you are able to build trust through sharing information, knowledge, experience and expertise with your fellow Board members in order to continually develop the work of the Board.
- **Understanding equality and diversity**
You must demonstrate that you have the ability to interact with prisoners and detainees regardless of gender, disability, sexual orientation, age, ethnicity, religion and cultural backgrounds and be sensitive to their needs. You should also have an awareness and interest of what is happening in your local community and society in general.
- **Drive and determination**
You must demonstrate your motivation and commitment to raise and follow through issues to conclusion, regardless of obstacles and challenges. You should demonstrate initiative to draw out information from a number of sources and to make appropriate representations.

Section K (Declaration)

Failure to complete this section will result in your application not being considered.

Diversity Monitoring Form

Whilst completion of this form is not mandatory, we would ask that you complete it to help us with future recruitment campaigns.

Further information

If you have any query about completing any of the forms, or if you should require advice around your personal circumstances such as distance from home to establishment or possible conflict of interest before submitting an application, please contact the IMB Secretariat for further information:

By Email: imbrecruitment@justice.gsi.gov.uk

By Telephone: 020 3334 3265