**NATIONAL ARMY MUSEUM**

**NOMINATION FORM FOR NATIONAL ARMY MUSEUM COUNCIL MEMBERSHIP**

National Army Museum

Registered Charity Number 237902

Tel: 020 7730 0717 Fax: 020 7823 6573

Web site: http://www.nam.ac.uk

E-mail: tscott@nam.ac.uk

**NOMINATION FORM FOR COUNCIL MEMBERSHIP**

**Notes**

1. The Council of the National Army Museum (NAM) is committed to the promotion and application of equal opportunity principles and welcomes applications from all sections of the community. Please note that questions on the Nomination Form relating to gender, disability, ethnic origin, sexual orientation, religion or belief and age and are included for monitoring purposes only. The information provided will have no bearing on the assessment of candidates’ suitability for appointment.

The information provided is treated as confidential.

2. If you have any difficulty in completing this form, or require the form in a different format, please contact the Assistant Director (Human Resources) on 02078812444 or email tscott@nam.ac.uk

3. The NAM is a Royal Chartered body and a Registered Charity independent of the State, regulated by the Charity Commission and not the Office of the Commissioner for Public Appointments (OCPA) under whose Code of Practice appointments to Executive Non-Departmental Public Bodies – of which the NAM is one for administrative purposes - are made. Nevertheless, the Appointment Process and Nomination Form adopted by the NAM is kept under continuous review to ensure that it responds to initiatives made by the OCPA, which promote best practice. For that reason, this Nomination Form includes questions concerning other Public Appointments and potential conflicts of interest.

4. Public appointments demand the highest standards of propriety, involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the oversight and management of all related activities. Candidates are asked to consider and declare any existing or potential conflicts of interest. In this connection, please note that this extends to any private, voluntary, charitable or political interest which might be material and relevant to the work of the NAM and which should be declared, please.

 Candidates should also declare any area of their activities, or any personal connections, which might constitute a real, or perceived, conflict of interest if they were appointed. Further questions may be asked during the selection process to enable a decision to be taken whether there is a conflict of interest and whether it would hamper the individual in fulfilling the role of a Member of Council.

1. The question on political activities is included in the format laid down by the OCPA. The purpose of the question is to enable the monitoring of political activities of candidates for a Public Appointment (in the same way that gender, disability, ethnic origin, sexual orientation, religion or belief and age are monitored).

 The purpose of the monitoring is to ensure that selection of candidates is based on merit, and not on political affiliation.

 It is emphasised that candidates’ political activities or affiliation will not influence their appointment, although involvement in political activity may sometimes allow individuals to demonstrate relevant skills and experience. Candidates are not asked to declare membership of a political party where that has not involved active participation.

6. Candidates are asked to record any other Public Appointments held.

7. Some people are disqualified by law from acting as Charity Trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

* anyone under the age of 18;
* anyone who has an unspent conviction for an offence involving deception or dishonesty;
* anyone who is an undischarged bankrupt;
* anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
* anyone under a disqualification order under the Company Directors Disqualification Act 1986;

 Candidates will be required to confirm in writing that they are not disqualified from acting as a Member of Council.

8. A candidate’s offer of appointment is subject to references, and appropriate vetting and security clearance.

9. If the application is successful, the following information that you have provided will be placed in the public domain:

 Your name, title, description of appointment, date of appointment, term of appointment.

**NOMINATION FORM FOR NATIONAL ARMY MUSEUM COUNCIL MEMBERSHIP**

 **CONFIDENTIAL**

Please complete the following. If you wish to attach a *Curriculum Vitae* to the completed form, please feel free to do so.

|  |
| --- |
| **Vacancy Details** |
| **Please tell us where you first saw this post advertised.**      |

|  |
| --- |
| **Personal Details**  |
| **First name**       | **Surname**       | **Title**      |
| **Permanent address & postcode**      | **Contact number(s) & convenient times for us to contact you**      |
| **Email**       |

|  |
| --- |
| Please give details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.      |

|  |
| --- |
| **Education, Professional Qualifications and Decorations** |
| **Awarding Body** | **Qualifications obtained** |
|       |       |

|  |
| --- |
| **Career Information** |
| **Most Recent Employer (Paid or Unpaid)** |
| **Name & address of Employer**       |
| **Position held**      | **Dates employed**      |
| **Please give a brief outline of your main responsibilities (Maximum 800 Characters)**      |

|  |
| --- |
| **Previous Jobs/Positions (paid or unpaid)** |
| Please include main jobs, council/trustee membership, key positions in the voluntary sector or membership of local government committees. |
| **Name & address of Employer**       |
| **Position held**      | **Dates employed**      |
| **Please give a brief outline of your main responsibilities (Maximum 800 Characters)**      |
| **Name & address of Employer** |
| **Position held**      | **Dates employed**      |
| **Please give a brief outline of your main responsibilities (Maximum 800 Characters)**      |
| **Name & address of Employer** |
| **Position held**      | **Dates employed**      |
| **Please give a brief outline of your main responsibilities (Maximum 800 Characters)**      |

|  |
| --- |
| **Skills and Experience** |
| Please provide details of the skills, experience or interests you have which are relevant to your application, for example, the history and traditions of the British Army, Fund Raising, Media/Advertising/Public Relations, Education, Business, Charity Law & the British Constitution, the Construction Industry, Finance, and Property. |
|        |

|  |
| --- |
| **Please give details of any membership of professional bodies**  |
|       |

|  |
| --- |
| **Supporting Information**  |
| Is there any additional information to that given above that you would like to be taken into account in your application? (Please use a continuation sheet if necessary). |
|       |

|  |
| --- |
| Please indicate the number of days each month that you would be able to make available to the National Army Museum. |
|       |

|  |
| --- |
| **Conflicts of Interest** |
| Please indicate whether in your view an appointment to the National Army Museum Council could give rise to any real or perceived conflicts of interest; if so, how would you propose to handle this matter? |
|       |

|  |
| --- |
| **Public Appointments already held** |
| Please only include Public Appointments in the gift of central Government Departments and not, for example, local authority appointments: |
| **Position** | **Body** | **Dates held** |
|       |        |       |

**Helpful Information for statistical purposes**

(i) Political Activity

The Nolan Committee on Standards in Public Life recommended that all applicants for a Public Appointment should declare any significant political activity. Appointments to Council being Public Appointments, you are therefore invited to complete all sections of the question below.

 This question is asked for two reasons:

**\*** Involvement in political activities enables individuals to gain and to demonstrate skills and experiences they may not otherwise have obtained.

**\*** 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.

*If you wish, please indicate which of the following activities you have undertaken during the past five years by ticking the relevant line and by providing details of your involvement. Please name the 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, please. Please tick all relevant categories.*

A Obtained office as a Local Councillor, MP, MSP, AM (Wales), MEP, 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 None of the above activities apply.

|  |
| --- |
| **Details of Involvement** |
|        |

|  |
| --- |
| **Name of Party for which activity undertaken**: |
|        |

|  |
| --- |
| **References**  |
| Please give details of two referees whom we may approach.  |
| **Name**      | **Name**      |
| **Address**      | **Address**      |
| **Contact tel**      | **Contact tel**      |
| **Contact email**      | **Contact email**      |
| **How long have you known this person and in what capacity?**      | **How long have you known this person and in what capacity?**      |
| **May we contact him/her prior to the interview?**[ ]  **Yes** [ ]  **No** | **May we contact him/her prior to the interview?**[ ]  **Yes** [ ]  **No** |

|  |
| --- |
| **Criminal Convictions** |
| All appointments of the National Army Museum Council are made subject to appropriate vetting and security clearance. Please give details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offenders Act, 1974. Offences resulting in licence endorsements should be disregarded.  |
|       |

|  |
| --- |
| **Declaration** |
| **Data Protection Statement** |
| I understand that by signing and returning this application form I have consented to the National Army Museum Council using and keeping information provided by me and by third parties such as referees and vetting authorities, relating to my application or future appointment. This information will be used solely in the appointment process and will be retained in accordance with the Data Protection Act. Information such as ethnic origin, gender and disability will be used solely for monitoring purpose and identifiable information will not be disclosed. |

|  |
| --- |
| I confirm that I wish to be considered, without commitment on either side, for an appointment to the Council of the National Army Museum. I declare that the information that I give in this application is accurate and true.  |
|  |  |  |  |
| **Signed** |       | **Date** |       |
|  | (If sending application by email please type name) |  |  |

**Thank you for taking the time to give us this information.**

Please return the completed form to: Assistant Director (Human Resources)

 The National Army Museum

 Royal Hospital Road, Chelsea, London, SW3 4HT

 tscott@nam.ac.uk

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This page has intentionally been left blank**

Code for HR use only:

|  |
| --- |
| **Equality & Diversity Monitoring Form** **Confidential** |

The National Army Museum (NAM) recognises and actively promotes the benefits of a diverse workforce and is committed to treating all volunteers with dignity and respect regardless of race, sex, gender reassignment, disability, age, sexual orientation, marriage or civil partnership, pregnancy or maternity, religion or belief. We therefore welcome applications from all sections of the community.

All information will be kept securely and retained in accordance with the NAM’s retention of records arrangements.

*Personal data will be used and managed in line with the Data Protection Act (1998) and the Museum’s Privacy and Records Management Policies (available on our website or on request).*

**This information will be used solely for monitoring/statistical purposes only.**

|  |
| --- |
| **Post Applied for:** |

|  |
| --- |
| **Age** |

Please tick one of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  16 – 24 | [ ]  25 – 29  | [ ]  30 – 34  | [ ]  35 – 39 | [ ]  40 – 44 |
| [ ]  45 – 49 | [ ]  50 – 54 | [ ]  55 – 59 | [ ]  60 – 64  | [ ]  65 & over |
| [ ]  Prefer not to say |

|  |
| --- |
| **Gender** |

Please tick one of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Male | [ ]  Female | [ ]  Intersex | [ ]  Non-binary | [ ]  Prefer not to say |

Is the gender you identify with the same as your gender registered at birth?

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Prefer not to say |

|  |
| --- |
| **Ethnic Origin** |

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

|  |
| --- |
| **Asian or Asian British**  |
| [ ]  Bangladeshi | [ ]  Indian | [ ]  Pakistani | [ ]  Chinese |
| [ ]  Any other Asian background (specify if you wish): |
| **Black or Black British** |
| [ ]  African | [ ]  Caribbean | [ ]  Black British  |
| [ ]  Any other Black background (specify if you wish): |
| **White** |
| [ ]  British | [ ]  English  | [ ]  Scottish | [ ]  Welsh |
| [ ]  Northern Irish | [ ]  Irish | [ ]  Gypsy or Irish Traveller |
| [ ]  Any other White background (specify if you wish): |
| **Mixed** |
| [ ]  White & Asian | [ ]  White & Black African | [ ]  White & Black Caribbean |
| Any other Mixed background (specify if you wish): |
| **Other Ethnic Group** |
| [ ]  Arab | [ ]  Any other Mixed background (specify if you wish): |

**OR**

|  |
| --- |
| [ ]  Prefer not to say |

|  |
| --- |
| **Disability** |

Do you consider yourself to have a disability or health condition?

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| If yes, please give details if you wish |
| NB. If your disability means that you require any reasonable adjustments to be made in order to participate in a Volunteering role, please ensure that you have either detailed these on your application form and/or informed your Volunteer Supervisor so that we can accommodate your needs. |

|  |
| --- |
| **Religion or Belief** |

Which of the following religions do you currently belong to? If you do not belong to any of these please
tick ‘No religion or belief’

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Buddhist | [ ]  Christian | [ ]  Hindu | [ ]  Jewish | [ ]  Muslim |
| [ ]  Sikh | [ ]  No religion or belief | [ ]  Prefer not to say |
| [ ]  If other religion or belief, please specify if you wish: |

|  |
| --- |
| **Sexual Orientation** |

What is your sexual orientation? Please tick one of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Bisexual | [ ]  Heterosexual | [ ]  Lesbian | [ ]  Gay |
| [ ]  Asexual | [ ]  Pansexual | [ ]  Undecided | [ ]  Prefer not to say |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev’d Feb 2023