



# Public Appointments Registration Form

- Please read the **Public Appointments and Public Bodies** booklet (large print version available on this website). It may help you to complete this form, which should not take up too much of your time. Read each sheet of this form carefully to ensure that you answer every question that is relevant to you. You can continue any of your answers on separate sheets. Clearly mark each sheet with your name and the part of the form that it relates to. Please use black ink and BLOCK CAPITALS.

Are you applying for a specific vacancy?

No

Yes

Please go to **Part 1**.

Please answer the next **three questions** then go to **Part 1**.

Which vacancy are you applying for?

Where did you hear about this vacancy?

If you are unsuccessful, but are considered suitable for other public appointments, would you like your name added to the DCMS database?

No

Yes

Please go to **Part 1**.

We will ask for details about this later in **Part 4**, but please go to **Part 1** next.

## Part 1 Your personal details

Your title

Mr/Mrs/Miss/Ms/Other (please specify)

Surname

First name

<input type="text"/>	Initials
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Date of birth

 /  / 

Your age on your last birthday

Current occupation

Home address



Postcode

Home contact numbers

Phone

fax

email

## Part 1 Your personal details continued

Business address  
(if different from your  
home address)

Postcode	
Phone	fax
email	

Business contact  
numbers

## Part 2 Employment, public appointments and qualifications

- If you prefer to enclose a current CV which includes all of the following details, you do not need to complete this part.

Are you enclosing a  
current CV?

No  Please give your details below.  
Yes  Please go on to Part 3.

### Employment/business interests

Dates from and to

Name and address of employer or  
organisation

Position held and nature  
of work

Postcode

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Postcode

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Postcode

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Postcode

Postcode

## Part 2 Public appointments and qualifications

### Public appointments

Dates from and to	Name of organisation	Position held	Remuneration amount (if any). Please do not include expenses
<input type="text" value="/ /"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>
<input type="text" value="/ /"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Time commitment"/>
<input type="text" value="/ /"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>
<input type="text" value="/ /"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Time commitment"/>

### Qualifications

Please give details of your educational and professional qualifications and any decorations

## Part 3 Political activity

- The Nolan Committee on Standards in Public Life recommended that all applicants for a public appointment should declare any significant political activity.
- **All** applicants for a public appointment should complete 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; and
  - it enables the monitoring of political activity of candidates for a public appointment in so far as they are already in the public domain. Neither activity nor affiliation is a criteria for appointment (except where statute dictates specific representation).

## Part 3 Political activity continued

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. 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. You should tick all relevant categories.

- A  Obtained office as a Local Councillor, MP, 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  Made a recordable donation to a political party\*

- D  None of the above activities apply

Name of Party for  
which activity  
undertaken and details  
of involvement

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The activities listed above may provide an opportunity to demonstrate skills and experience which might be useful in the appointment for which you are applying. You may be asked about them. If you are successful, the information will be used in the announcement of your new post.

*\*The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accountancy unit such as a constituency association, local branch, women's or youth organisation). These provisions came into force on 16 February 2001.*

## Part 4 Your areas of interest

- Before completing this part you may want to read the information about **Major Public Bodies** which starts on **page 4** of the **Public Appointments and Public Bodies** booklet.

Please tick which area(s) you would be particularly interested in

Arts	<input type="checkbox"/>	Gaming	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Broadcasting	<input type="checkbox"/>	Libraries	<input type="checkbox"/>	Tourism	<input type="checkbox"/>
Buildings/Heritage	<input type="checkbox"/>	Lottery	<input type="checkbox"/>	All areas	<input type="checkbox"/>
Film	<input type="checkbox"/>	Museums	<input type="checkbox"/>		

Please list any of the Department's public bodies that you are particularly interested in and why

Please give details of how much time you could make available to us

Days per week

Days per month

Other

- Sometimes we are alerted to opportunities for public service on bodies outside our direct responsibility (eg from other government departments, regional/local cultural or sports bodies). We need to know if you are content for DCMS to pass on your contact and biographical details to these organisations. The organisation will make direct contact if they wish to discuss any opportunities.

Are you content for DCMS to pass on your contact and biographical details?

No

Yes

## Part 5 Conflict of interest

- Please give details of any business or other interests which might give rise to conflict of interest, and how you would address the issue should you be successful in your application.

## Part 6 Additional information – personal qualities/experience

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- This section offers you the opportunity to include any relevant information that may not be apparent from your CV, or other information you are supplying. If you are applying for a specific vacancy, you may wish to describe how your skills and experience meet the criteria set out in the role specification.

## Part 7 Referees

- Please give details of two people who may be asked to act as referees for you. They must have an authoritative and personal knowledge of your achievements.

First referee's name and address		
	Postcode	

Contact numbers	Phone	Fax
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Second referee's name and address		
	Postcode	

Contact numbers	Phone	Fax
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## Part 8 Declaration

- In line with the Commissioner's principles of openness and transparency in the appointments process, some of the information requested on the form will be made public at the time of the announcement which will be made if you are appointed to serve on a public body. This applies particularly to details of other public appointments currently held, and of recent significant political activities undertaken.
- I confirm that all the information given on this form and any supporting material is true and complete.

Signature	
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Date	/	/
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- Please return this completed form and any CVs and separate sheets to:

Public Appointments and Honours Unit  
Department for Culture, Media and Sport  
2-4 Cockspur Street  
London SW1Y 5DH.





- All government departments aim to provide fair and equal access to public appointments. Questions on gender, ethnic origin and disability help us to monitor the effectiveness of our strategy, through information on those applying for and obtaining appointments. The Equal Opportunities Commission, the Commission for Racial Equality and the National Disability Council support this policy.
- On receipt of your completed registration form, the information in this part will be separated and will not influence your application.

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**Ethnic origin**

Please tick your ethnic origin

**White**

- European (including UK)
- Any other White background (specify if you wish)

**Mixed ethnic background**

- Black Caribbean & White
- Black African & White
- Asian & White
- Any other mixed ethnic background (specify if you wish)

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (specify if you wish)

**Black or Black British**

- Caribbean
- African
- Any other Black background (specify if you wish)

**Chinese or other ethnic group**

- Chinese
- Any other ethnic background (specify if you wish)

**Gender**

Are you male or female?

- Male  Female

**Disability**

- When answering the question below you should consider whether you have a physical or mental impairment which has a substantial and long-term effect upon your ability to carry out normal day-to-day activities.

Do you consider that you have a disability?

- No   
Yes

- Information on the composition of boards of public bodies by gender is published in the Cabinet Office publication **Public Bodies**. This information and similar data on ethnic origin and disability may also be reproduced in response to Parliamentary Questions and other public enquiries. The Data Protection Act requires that individuals providing this information must be informed, and their consent given.

Do you consent to this information being made publicly available?

- No   
Yes

Name	<input type="text"/>
Signature	<input type="text"/>

Date