

Guidance to Applicants - NHS West Essex CCG Board Member Roles

All applications will be acknowledged. Candidates wishing to apply should send the following information as indicated below.

- A CV with educational and professional qualifications and full employment history.
- A separate supporting statement giving evidence as to how you meet each of the criteria in the person specification. Please address each criterion separately, in the order set out in the person specification.
- Whether your application is short listed to go forward will depend on the strength of your answers to these points. Please give responses which are
 - ✓ short and concise
 - ✓ where appropriate refer to when and how you demonstrate the knowledge, experience, skill or quality and
 - ✓ how you would use this as a CCG Board member.
- A short supporting statement (max 250 words) to be used should an election be required.
- Please ensure that you complete and return the Declaration of Eligibility.
- A statement of conflicts of interest (if applicable): if you, your spouse, dependents, business / practice partner or associate have any business interests or other activities which are, or could be perceived as a conflict of interest with the activities of the CCG, you should declare this in your application. Please note, conflicts of interest will not prevent your application from being shortlisted. Failure to declare a conflict of interest may result in your application being rejected, or if already in post, your removal from the position.

Equality of opportunity - We welcome applications from all sections of the community and from people with diverse experiences and backgrounds. Completion of this form is not mandatory but, where completed, the information it contains will not be disclosed to anyone involved in assessing your application.

Candidates are advised that some or all of the information provided as part of their application may be processed and retained in accordance with the Data Protection Act 2018. By submitting an application candidates consent to North & South Essex LMCs Limited processing the data supplied for the purposes of recruitment and selection, which will include sharing the information with the Appointment Panel, and for successful applicants, with West Essex CCG as the employing organisation. Personal data will not be shared with any other external organisation.

Deadline for applications

Please ensure your application is received by the closing date as late applications will not be accepted. All applicants will be contacted again after the closing date.

Please submit your application:-

By email to: Annette@essexlmc.org.uk or by post to: **North & South Essex LMCs Ltd**
5 Whitelands
Terling Road
Hatfield Peverel
CM3 2AG

The deadline for receipt of applications is **Friday 4th October 2019**