**APPLICATION FORM FOR THE POSITION OF INVOLVE ADVISORY GROUP CHAIR**

All questions which you are required to complete are marked with an asterisk (\*).

**1. Your personal and contact details**

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| **\*1a. Name and title** (e.g. Mr / Mrs / Ms / Dr) |

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| --- |
| **\*1b. Address** (including postcode) |

|  |
| --- |
| **\*1c. Preferred daytime telephone number** (please provide at least one)  Home:  Work:  Mobile: |

|  |
| --- |
| **1d. Email address** |

**2. Your background/perspective**

**\*2a. Which of the following best describes the primary perspective you would bring to INVOLVE?** (Please put an X in **one box only** and use the space below to tell us about other key perspectives)

|  |  |
| --- | --- |
|  | Service user / patient / |
|  | Carer (including family member, parent, supporter) |
|  | User researcher (including survivor researchers) |
|  | Person from a voluntary sector organisation |
|  | Other (please give details) |
|  | |

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| **2b. Any other comments on the perspective you would bring:** |

**3. Your links**

**3a. If you are currently working or actively involved (paid or unpaid), please give details.** (If you have more than one main role, please add in more rows or continue on a separate sheet as necessary)

|  |  |  |
| --- | --- | --- |
| Role title/position | Name of organisation | Brief description of your role and responsibilities |
|  |  |  |

If you are applying for this role as a secondment please tick this box to confirm that you have explicit support from your current employer.

**\*3b. Please give details of your links to any relevant groups, committees, networks or other organisations** (Please add more rows or continue on a separate sheet as necessary).

|  |  |  |
| --- | --- | --- |
| Name of the group/committee | Your role in the group/committee | What key skills have you gained in this role? (no more than 50 words) |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Your skills and experience**

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| **\*4a. Please tell us about your knowledge and experience of public involvement in NHS, public health and/or social care research, and of INVOLVE** (no more than 400 words). |

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| **\*4b. Please tell us about your interest in public involvement and why you have applied for this role.** (no more than 400 words). |

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| **\*4c. Please tell us about the skills that you have that would enable you to fulfil the role of the Advisory Group Chair, responding to the essential requirements of the person specification. Please use relevant examples of how you have demonstrated these skills in the past, whether in employment, volunteering or personal life** (no more than 600 words). |

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| \***4d. Please tell us about your leadership skills and ability to think and act strategically. Please use relevant examples of how you have demonstrated these skills in the past, whether in employment volunteering or personal life** (no more than 400 words). |

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| \***4e. Please provide examples of times that you have supported the development of others** (no more than 400 words) |

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| **4e. Using some examples, please demonstrate how you have developed productive relationships with others and have successfully negotiated positive outcomes** (no more than 400 words). |

**5. Your support requirements**

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| **If you have any support requirements to ensure you can take part in the recruitment and selection process please tell us about them here.** (This may include documents in a particular format, support with communication or meetings, travel requirements, carer, childcare or personal assistant costs, etc.) |

**6. Your contact with INVOLVE**

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| --- |
| **6a. How did you hear about this opportunity e.g. INVOLVE website, People in Research website, from a colleague, other sources?** (Please give details) |

**6b. If you are not successful on this occasion, would you like to be contacted about other opportunities to contribute to INVOLVE? Your information will be kept on a database and only be used to contact you for this purpose.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**\*7. Your declaration**

I agree to this information only being used for legitimate purposes connected with the recruitment of the INVOLVE Advisory Group Chair.

I declare that the information that I have given is, to the best of my knowledge or belief, true and complete.

**Signature …………………………………………………………………Date …………………….**

**If you need any more information or if you have any questions about your application please contact the Coordinating Centre.**

**Please email (with INVOLVE Chair in the subject line) or post this form to:**

INVOLVE

Alpha House

University of Southampton Science Park

Chilworth

Southampton

SO16 7NS

Tel 02380 595628

**Email:** [**involve@nihr.ac.uk**](mailto:involve@nihr.ac.uk)

**Please return the form by 31st August 2017**

**Interviews are scheduled for 10th and 11th October 2017 in Chilworth, Southampton.**

**#Email applications:** we will send you an email confirming receipt of your application. If you do not receive confirmation please resend your application and/or telephone us.