Advisory Group Recruitment 2018
Guidance Document

The purpose of this document is to provide guidance for you to complete both the Application Form and Diversity Monitoring Questionnaire. Please note that you must complete the Diversity Monitoring Questionnaire. **Applications that do not have a completed Diversity Monitoring Questionnaire attached will not be considered.**

Using the forms

Both the Application Form and Diversity Monitoring Questionnaire can be completed electronically or on hard copy.

**Electronically**

- To use the electronic form you must have Microsoft Word or a compatible word processing programme on your computer.
- Download the Microsoft Word version from the INVOLVE website and save to your computer.
- You can move through the questions on the form by using the tab key or clicking with the mouse.
- With some computers, you may need to go to ‘view options’ and select ‘allow typing’ before you can start entering any information.
- To complete the check boxes, click with your mouse or use the space bar. If you make a mistake, simply click with your mouse or hit the space bar again to clear the X.
- Before you send your forms to us, please save them using your surname in the file name, for example ‘Smith INVOLVE membership 2018’.
- When the form is ready to submit, email it to **involve@nihr.ac.uk**

**By hand/in writing**

- Either download the pdf version available on the INVOLVE website and print, or contact us (see below) to request a printed copy to be posted to you.
- Please complete in black or blue pen.
- When the forms are ready, post to INVOLVE at the address below.
All applications must arrive at INVOLVE by 12 midnight on Thursday 5th April 2018.

INVOLVE
Alpha House
University of Southampton Science Park
Chilworth
Southampton
SO16 7NS
Tel 02380 595628

Email: involve@nihr.ac.uk

Filling in the application form

These notes contain hints and tips on how to answer each question on the Application Form. If you have any questions after reading these notes, please contact us (see above).

Some questions on the Application Form are mandatory and your application will not be considered if you do not answer them. These questions are marked with an asterisk (*) in these notes and on the Application Form. Please check your application carefully to make sure you have answered all the mandatory questions.

We have also provided some examples of how previous applicants to INVOLVE have responded to the Application Form questions or things you might want to consider when answering. These are highlighted in purple comic sans font. We have included these to help you think about how to answer the questions - they are not 'model' answers. We want to hear about you and your experiences. Whatever your involvement, you have some experience to share with us.

1. Your personal and contact details

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

Please include your name and any preferred title.

*1b. **Address** (including postcode)

Please provide the address you would like us to use for any communication about your application.

*1c. **Preferred daytime telephone number** (please provide at least one)

Please provide the telephones numbers you would like us to use for any communication about your application.
1d. Email address

Please provide the email address you would like us to use for any communication about your application. You are not required to have an email address to apply for membership but if you do provide one, this will be the main way we will communicate with you.

2. Your background / perspective

The information from these questions will help us to balance the range of perspectives and backgrounds across the Advisory Group membership.

*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)

We recognise that people often have varied backgrounds and perspectives and you will draw on all of these in any work you do. We also know that people may prefer to describe themselves using terms other than those listed. However, for this application we ask you to select just one box which best describes the primary or main perspective you will bring to INVOLVE. This will enable us to ensure that we achieve a balance of perspectives across our membership.

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

Use this box to tell us more about your perspective(s). You do not have to complete this question. We are interested in other experiences/perspectives you will bring in addition to your main perspective (as indicated in 2a above). If you think your main perspective does not neatly fit into one of the options provided, you can tell us more about what you would bring to INVOLVE here. You can also use this space to explain why your perspectives would be important to INVOLVE.

3. Current work and group membership

The information in these questions will help us to see whether you meet the person specification for INVOLVE Advisory Group members.

3a. Please list any paid or unpaid work that you are currently undertaking (this does not need to be specifically linked to public involvement), and any relevant groups that you contribute to. Please briefly outline your roles and responsibilities

We are interested to find out about your current main activity (if you have one). This could be either paid work (employed or self-employed) or other types of involvement (either voluntary or paid). If you have some current work/involvement, it means you have some experience to share with us. Tell us about it here. If you have more than one main activity, include them all and continue on a separate sheet as necessary. Your main activity or role need not be specifically related to public involvement in research.
Please also tell us here about the groups, committees, networks or other organisations that you are linked with (or have been linked with in the recent past). The groups/committees that you list may not all be specifically about NHS, public health or social care research, but you may think they are relevant to being an INVOLVE Advisory Group member. Please give us the name of each group or committee, tell us about your role and how this would help you be an INVOLVE Advisory Group member. For example, you may have learnt about committees, working collectively with others, research or involvement.

Previous applicants to INVOLVE have told us about:

- membership of service user/patient groups
- membership of advisory groups for research projects or organisations
- being a trustee for a charity
- membership of health and social care organisations
- being a member of a voluntary organisation

4. Your skills and experiences

The information in these questions will help us to see whether you meet the person specification for INVOLVE Advisory Group members

*4a. Please tell us why you wish to become an Advisory Group member

This is your opportunity to explain why you want to become a member of the Advisory Group, as well as demonstrating your understanding of public involvement and the work of INVOLVE. You may find it useful to refer to the role description and person specification in addition to our website, particularly this section

Previous applicants to INVOLVE have told us about:

- the reasons why they support public involvement in research
- community events or organisations that they are involved in and passionate about
- experience of implementing new ideas and the best ways of doing this
- how their skills, experience and perspectives will be helpful to INVOLVE such as presenting and communication skills; links to and working with seldom heard groups and networking
- developing or leading public involvement in their area

*4b. What skills, qualities or relevant experience will you bring to the Advisory Group?

Please write about what you can bring to the Advisory Group in terms of skills, qualities and experience. For example, if you have a lot of links to a wider community include this here, but provide examples. For instance, working/volunteering with homeless people for x number of years.
Previous applicants to INVOLVE have told us about:

- their active involvement in research e.g. reviewing research grant applications, sitting on a project advisory group, reviewing patient literature, presentations at conferences
- their involvement in a patient or service user group
- links to a wider community, for example patients, service users, researchers and other stakeholders
- knowledge of NHS, social care and/or public health services
- experience of public speaking
- doing or supporting user-led or user-controlled research
- their role in supporting members of the public to get involved in research
- understanding and experience of the benefits and challenges of involvement

5. Your support requirements

Please tell us about any support requirements you have, for example, documents in a particular format, support with communication or meetings, travel requirements, carer, childcare or personal assistant costs, etc.

If you are invited to an interview, we may need to contact you about any support requirements to make sure we can meet them effectively.

6. References

Please write down two people who would be happy to supply a reference for you, including their contact details. Unless you are applying as a non-public member they don’t need to be your current or previous employer. Please note that if you get shortlisted we will be contacting your referees prior to interview.

7. Your contact with INVOLVE

7a. How did you hear about this opportunity e.g. INVOLVE website, Twitter, People in Research website, from a colleague, other sources?

You do not have to complete this question but it would be helpful for us to know how you heard about this opportunity.

7b. If you are not offered membership on this occasion, would you like to be contacted about other opportunities to contribute to INVOLVE?

If you are interested in future opportunities please tick yes and we will consider you for future opportunities to join specific project or advisory groups. We sometimes look
for people outside of current INVOLVE Advisory Group members to seek particular views or perspectives.

*8. Your declaration

You can return an electronic form with a printed signature.

The Diversity Monitoring Questionnaire

We are asking all applicants to return a Diversity Monitoring Questionnaire. If you do not return one, we will not be able to consider your application. However, you can choose not to answer any of the questions.

If you do not submit your Diversity & Monitoring form we will not be able to accept your application.

We ask for your name only to keep a record of who has returned the questionnaire. Any other information you provide is important to help us to assess how well our recruitment process reaches out to all sections of the community and widens the diversity of our membership.

The information you provide will be treated with utmost confidence within the INVOLVE Coordinating Centre and will be kept separately and securely from the information in your Application Form. The information on the Diversity Monitoring Questionnaire will not be considered as part of the selection process.

We will collate the information from the Diversity Monitoring Questionnaire to describe, as a whole, the people who have applied to become INVOLVE Advisory Group members.

If you are offered membership of an INVOLVE Advisory Group, and with your permission, this information will also be used to describe the diversity of our membership. At no point will your details be linked to any identifying characteristics.