**Lay Board Member Application Form**

***Please read and complete all sections of the application form***

Please return this form to info@cnhc.org.uk by 5pm on **18 November**. All applications will be acknowledged.

**Section A**

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| **Name** |  |
| **Email Address**  |  |
| **Contact Telephone Number** |  |
| **Postal Address** |  |
| **Profession (if applicable)** |  |
| **Professional Qualifications (if applicable)** |  |
| **Where did you see this role advertised?** |  |

**Section B**

***Note: any application exceeding the required word count will be immediately rejected***

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| 1. **What is your motivation in applying for this role and what will you gain from it?**

(minimum 200 and maximum 250 words)  |
| 1. **What is your understanding of the role of the CNHC, and the responsibilities and processes of the Board?**

(minimum 200 and maximum 250 words) |
| 1. **What is your interest in complementary healthcare regulation?**

(minimum 200 and maximum 250 words) |
| 1. **What is your knowledge of the overall delivery of healthcare, including complementary medicines?**

(minimum 200 and maximum 250 words) |
| 1. **What is your knowledge of governance that you can contribute to the Board?**

(minimum 200 and maximum 250 words) |
| 1. **Can you provide an example of when you have had to use your judgement and diplomacy? Please explain the situation, the actions you took and the result.**

(minimum 200 and maximum 250 words) |
| 1. **Can you provide an example of when you have had to use your ability to understand strategic issues in a problem situation? Please explain the situation, the actions you took and the result.**

(minimum 200 and maximum 250 words) |
| 1. **Can you provide an example of when you have had to communicate clearly and effectively in a meeting? Please explain the situation, the actions you took and the result.**

(minimum 200 and maximum 250 words) |
| 1. **Can you provide an example which demonstrates your commitment to leadership? Please explain the situation, the actions you took and the result.**

(maximum 250 words) |
| 1. **Can you provide an example of when you have had to work effectively as a team member? Please explain the situation, the actions you took and the result.**

(maximum 250 words) |
| 1. **How would you rate your proficiency in Microsoft Office, and can you provide an example of how you have recently applied your computer skills?**

(maximum 250 words) |
| 1. **Other information (if relevant). Please provide any other information you feel relevant to support your application**

(maximum 250 words) |

**Section C**

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| **If selected for interview, do you require any reasonable adjustments to be made?** Please specify. (NB: Interviews may be carried out by Zoom or in person). |
| I confirm that:* **If appointed I confirm that I will attend, in person, and actively participate in the 4 in person meetings of the board per annum, unless there are extenuating circumstances to prevent me.**
* **I comply with the requirements of a “lay” member i.e. in this context meaning a person who has never completed training or practised in any occupation regulated by the CNHC.**

Confirmed: Yes/No  |
| I confirm that:* I have enclosed a CV (not exceeding 2 sides), and the Equality, Diversity and Inclusion Form
* I can commit the necessary time of approximately 6 days a year to carry out this role. (4 meetings a year plus associated ad hoc support)
* If shortlisted I can be available for interview on 16 and 17 December.

Confirmed: Yes/No**Signed:**  **Date:**  |