



Application Form 2: Professional Conduct Committee and Health Committee role

Page 1: Important information

Before starting this application please note:

Mobile device users

If you are completing this form using a mobile device, you may find it useful to view certain questions in a list format, specifically questions that make use of a grid. To do this click the link above the particular question 'View as a separate question instead.'

Competencies section

The competencies in the information pack will be assessed through completion of this application form.

You have a maximum of 2500 characters ≈ 300 words to answer each question in this section. If you exceed that character/word limit you will not be able to proceed with your application.

Saving and recording the application form

Once you have completed the application form you will be able to save an electronic copy of your responses to keep in your records or print a copy if you prefer.

You can pause and save at any time during the application, click on the 'finish later' button at the foot of the page you are on, and provide your email address in the box provided and press 'send'

1. Which post are you applying for? * *Required*

- Lay member of Professional Conduct Committee and Health Committee
- Osteopath member of Professional Conduct Committee and Health Committee

Part 1: Your personal details

2. Your name: * Required

Current and previous employment

3. Please provide details of your current and all previous employment in the past five years and any earlier positions which you think are relevant for the role for which you are applying. There are three boxes to complete in this section, so please make sure you scroll across.

	Date to and from * Required	Company * Required	Job purpose and brief description of role (Maximum 420 characters ≈ 50 words) Required
Current role	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous role	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous role	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous role	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relevant earlier role	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relevant earlier role	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 3: Competencies

The competencies in the information pack will be assessed through your responses given in this application form.

Please ensure that you do not include any identifiable personal information such as your name, who you are, or any protected characteristics. This is to avoid the panellists making any conscious or unconscious assumptions about you based on your application.

You will find all the information you need about the requirements for this role in the competencies section in the information pack. It is a good idea to read through this before you start completing the areas of the form below.

This part of the form is set out as follows to help you to provide us with all the information we need:

- a description of each competency
- a statement to answer
- some prompts for you to consider

NB: We define competencies as transferable skills, knowledge and behaviours which help to tell us whether you can do the role.

Prior to asking you about the competencies

Motivation to undertake this role

4. What specific parts of your previous job roles have motivated you and how does this apply to this position? (2500 characters ≈ 300 words maximum) * *Required*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- What activities motivated you in previous job roles?
- Why did these activities motivate you?
- What transferable skills, knowledge and behaviours do you have?
- Why do you want to apply for this role, both to become a member of the Professional Conduct Committee and Health Committee and to work for the General Osteopathic Council

a) as a member of the Professional Conduct Committee and Health Committee

b) for the General Osteopathic Council (GOsC)

Competencies required for the post:

Please indicate below how you meet the essential competencies detailed in the information pack, providing evidence of how you meet all the essential competencies.

Understanding of and commitment to the statutory role of the GOsC

5. What is the role and purpose of the GOsC in your own words? (2500 characters ≈ 300 words maximum) * *Required*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- Have you described the role and purpose?

- Have you considered the purpose of regulation in particular?
- What challenges might osteopaths face in their professional practice?

Page 4: Competencies (Continued)

Working effectively as part of a team

6. Describe a time when you have worked collaboratively as part of a team (2500 characters ≈ 300 words maximum) * *Required*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- Have you described the situation which you faced?
- What were the challenges you came across?
- What steps did you take to work collaboratively?
- What was the outcome?
- Reflecting on your role, in this situation what could you have done differently?

Assessing evidence and making decisions

7. Describe a situation when it was your role to evaluate a piece of written material or oral information and reach a decision. (2500 characters ≈ 300 words maximum) * *Required*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- Have you described the piece of written material or oral information which you evaluated?
- What was the context?
- What steps did you take to process the information quickly and accurately?
- What steps did you take to make a balanced, evidence-based decision?
- What steps did you take to clearly articulate the reasons for your decision?
- What was the outcome?
- What did you learn from this experience?

Page 5: Competencies (Continued)

Empathic questioning skills

8. Describe a situation when you had to interview or question someone to elicit critical information from them under very sensitive circumstances. (2500 characters ≈ 300 words maximum) * *Required*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- What was the situation?
- Why was it sensitive?
- How did you approach the questioning process?
- How did you show active listening and empathy?
- What was the outcome?
- If you faced a similar situation in the future, what might you do differently?

Developing skills

9. Can you share a piece of development feedback which has identified areas of improvement and had an impact on you? (2500 characters ≈ 300 words maximum) * *Required*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- What was the piece of feedback?
- What was the context in which this was received?
- What was your response?
- What action did you take?
- What changes, if any, have you made because of this feedback?

Page 6: Competencies (Continued)

Commitment to equality, inclusion and fairness

10. Describe a situation where you had to act in the public interest when responding to a complex issue, task or problem. (2500 characters = 300 words maximum) * *Required*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- What was the complex issue, task or problem?
- Why did you have to act in the public interest?
- Who were the audience?
- What steps did you take to approach the situation and how did you act in the public interest?
- What was the outcome?
- What might you have done differently?

Page 7: Submitting your application

On the next page you can print, email or download an electronic **completion receipt**. This will provide you with a record of completion, detailing the date and time that you completed the application.

If you would like to download or print a copy of your completed application form, please make sure that you click '**Finish**' and then click '**My Responses**.' Remember, you will only have **15 minutes to download** your completed application form after pressing the 'Finish' button.

Please note, if you would like to keep copies of **both** the **completion receipt** and **your completed application** you will need to **print** or **email** the **completion receipt** and **download 'My Responses**.' It is not possible to download both the completion receipt and your responses.

Please click on the finish button below.

Page 8: Thank you

To complete your application you also need to complete [Application Form 1](#)

Thank you for your application. If you have any further questions, please contact: **Amanda Chadwick** or **Jane Saunders**, Human Resources Team at hr@osteopathy.org.uk
