

# Application Form 2: Investigating Committee member

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## Before starting this application please note:

*Pausing your application:* You can pause and save your application at any time, just click on the 'Finish later' button at the foot of the page you are on, provide your email address in the box provided and press 'Send'. Remember to check your inbox for the link so you can return to your application.

*Submitting your application:* To submit application forms, you will need to make sure you click 'Finish'. You will then be taken to a confirmation page. Here you will be able to save a completion receipt and a pdf version of your responses to keep for your records. Please note that you will have only **15 minutes** to download your completed application form after pressing the 'Finish' button.

Further instructions on submitting your application is available in the information pack and at the end of this application form.

## 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 250 words to answer each question in this section. If you exceed the word limit you will not be able to proceed with your application.

Please be aware that if you are preparing your answers in Microsoft Word, at the moment the total word count might not match the word count in the Jisc Online Surveys system. If when you paste your answer from Word into the space provided the word counter remains at zero, or if you are told you have reached the word limit, you will need to delete some spaces, punctuation or words in the box to be able to continue with your application. We hope this guidance will make it easier for you to complete the online forms.

Please do not use bullet points on your application form because the online form will generate these into an amalgamated block of text making it difficult for the panel to read.

Please note that information submitted by you for this role will be processed in accordance with our Privacy Policy.

**1. Please confirm you are applying for the following post \***

- ☐ Osteopath member of Investigating Committee (please provide details below at Q2)
- ☐ Lay member of Investigating Committee

**To apply for the role of osteopath member of Policy and Education Committee, you need to be registered currently as an osteopath.**

**2. Are you registered as an osteopath? \***

- ☐ Yes
- ☐ No

**3. If yes, please provide your GOsC registration number: \***

Evidence of skills, knowledge and behaviours required for this post

Part 1 – Your personal details

4. Your name \*

Current and previous employment

Please provide details of your current employment, plus all previous employment in the past five years and any earlier positions that you think are relevant for the role for which you are applying. Please enter 'not applicable or N/A in any boxes where you do not have information to submit.

Current role

5. Date to and from: \*

6. Company \*

7. Job purpose and brief description of role (approximately 50 words) \*

**Previous role**

8. Date to and from: \*

9. Company \*

10. Job purpose and brief description of role (approximately 50 words) \*

**Previous role**

11. Date to and from: \*

12. Company \*

13. Job purpose and brief description of role (approximately 50 words) \*

**Previous role**

14. Date to and from: \*

15. Company \*

16. Job purpose and brief description of role (approximately 50 words) \*

Relevant earlier role

17. Date to and from: \*

18. Company \*

19. Job purpose and brief description of role (approximately 50 words) \*

Relevant earlier role

20. Date to and from: \*

21. Company \*

22. Job purpose and brief description of role (approximately 50 words) \*

## Part 2: 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 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 competency 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 to help you to provide us with all the information we need. We will ask you a question about each competency and we have included some prompts to help you consider your responses.

**NB** We define competencies as transferable knowledge, skills and behaviours which help to tell us whether you would be able to do the role.

### Prior to asking you about the competencies

#### Motivation to undertake this role

23. What motivated you to apply for this position and what will you gain from it? (minimum 200 and maximum 250 words) \*

Prompts to think about as you respond:

- What type(s) of activities motivate you?
- Why do these activities motivate you?
- What knowledge, skills and behaviours do you have or can you demonstrate that would be useful in this role?



- What reasons do you have for wanting this role, both to become a member of the Investigating Committee and to work for the General Osteopathic Council?

24. At the GOsC, our values are to work **collaboratively** to be an **influential** and **respectful** regulator taking an **evidence-informed** approach. How do you think the GOsC values relate to decision making within a regulatory environment? (minimum 200 and maximum 250 words) \*

## Competencies required for the post

Please provide evidence below of how you meet all the essential competencies assessed in the application form.

## Working effectively as part of a team

25. Describe a time when you have worked collaboratively as part of a team. (minimum 200 and maximum 250 words) \*

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

**26. Describe a situation when it was your role to evaluate a piece of written material or oral information and reach a decision. (minimum 200 and maximum 250 words) \***

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?

## Active listening skills

**27. Describe a situation when you have demonstrated active listening skills under very sensitive circumstances. (minimum 200 and maximum 250 words) \***

Prompts to think about as you respond:

- What was the situation?
- Why was it sensitive?
- How did you approach the situation?
- How did you manage any differences of opinion?

- How did you show active listening?
- What was the outcome?
- If you face a similar situation in the future, what might you do differently?

## **Commitment to equality, inclusion and fairness**

**28. Tell us about a time when you have seen someone treated unfairly. Tell us what your response was (minimum 200 and maximum 250 words) \***

Prompts to think about as you respond:

- What was the situation?
- Why do you think the person was treated unfairly?
- How did you respond to the situation?
- What was the outcome?
- What might you have done differently?

## **Acting in the public interest**

**29. Describe a situation where you had to act in the public interest when responding to a complex issue, task or problem. (minimum 200 and maximum 250 words) \***

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?

## **Brings a new perspective to the Investigating Committee**

**30. What different perspective can you bring to the Investigating Committee outside of regulation, osteopathy and the legal profession? (minimum 200 and maximum 250 words) \***

## Submitting Application Form 2

By clicking the **Finish** button below, you will submit Application Form 2. Remember, you will have only **15 minutes** to view and then download your completed application form after pressing the 'Finish' button.

Once you click the **Finish** button, you will be taken to a confirmation page. On this page, you will be able to save a **completion receipt** and a copy of your responses for your records.

The **completion receipt** will provide you with a record of the date and time that you submitted the application.

If you want copies of both the completion receipt **and** your responses, we suggest that you print or email your completion receipt and do this first, and **then** download your responses. If you download your responses first, you will not be able to go back and save your completion receipt.

Please note that you cannot download a pdf of both your completion receipt and your responses. But you can print or email the completion receipt and **then** download your responses.

To download your responses, click on **My responses** and then download the pdf from the new page that opens. This is available in the top box on the page.

**Please also make sure to complete Application Form 1. If you want your application to be considered, you must complete both Application Forms 1 and 2.**

Please click on the **Finish** button to submit Application Form 2.