



Application Form 2: Member of Investigating Committee

Page 1: Important information

Application Form 2: Investigating Committee role

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 2500 characters (which works out at approximately 300 words) to answer each question in this section. If you exceed the character limit you will not be able to proceed with your application.

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

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

- Osteopath member of Investigating Committee (you need to be registered currently)
- Lay member of Investigating Committee
- Lay member of Investigating Committee who additionally sits as a Panel Chair

Part 1: Your personal details

2. Your name: * *Required*

Current and previous employment

3. 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. There are three boxes to complete in this section, so please make sure you scroll across. Please enter 'not applicable or N/A in any boxes where you do not have information to submit.

	Date to and from * <i>Required</i>	Company * <i>Required</i>	Job purpose and brief description of role (Maximum 420 characters ≈ 50 words) <i>Required</i>
Current role	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Previous role	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Previous role	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Previous role	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Relevant earlier role	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Relevant earlier role	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 40px;" 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 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 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 career, personal interests and values have led you to apply to this position? (2500 characters 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 Investigating Committee and to work for the General Osteopathic Council?

5. At the GOsC, our values are to work **collaboratively** to be an **influential** and **respectful** regulator taking an **evidence-informed** approach. Give an example of when you have demonstrated these values. (2500 characters maximum) * *Required*

Your answer should be no more than 2500 characters long.

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

6. What is the role and purpose of the GOsC in your own words? (2500 characters 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 role of regulation in particular?
- What challenges might osteopaths face in their professional practice?

Page 4: Competencies (Continued)

Working effectively as part of a team

7. Describe a time when you have worked collaboratively as part of a team (2500 characters 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, what could you have done differently next time?

Assessing evidence and making decisions

8. Describe the situation when it was your role to evaluate a piece of written material or oral information and reach a decision. (2500 characters 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

9. Describe a situation when you had to interview or question someone to elicit critical information from them under very sensitive circumstances (2500 characters 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

10. Can you share a piece of development feedback which has had an impact on you? (2500 characters 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

11. Describe a situation where you had to act in the public interest when responding to a complex issue, task or problem. (2500 characters 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 do differently if this situation happened again?

Effective chairing (only lay applicants interested in applying to sit as a panel chair to complete this section)

12. Describe a situation where you had to chair a group or lead it in some other way, where your work was subject to scrutiny by others (2500 characters maximum) *Optional*

Your answer should be no more than 2500 characters long.

Prompts to think about as you respond:

- What was the matter you and your group were dealing with?
- What challenges did you personally face?
- How did you address those challenges?
- What was the outcome?

Page 7: 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 click on the **Finish** button to submit Application Form 2.

Page 8: Thank you

Thank you

Your responses to this survey have been submitted.

If you would like a record of your submission, please print or email the Completion receipt found below. You can also save a copy of your responses. To do so, 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.

Remember, you have only **15 minutes** to view and then download your completed application form.

Please note: you cannot download a pdf of your completion receipt and your responses. If you want copies of both you can print or email the completion receipt first and **then** download your responses .

Remember to make sure you have also completed Application Form 1.

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