IFA Conduct Committees – Investigations, Disciplinary and Appeal Committees

## application form

Closing date: 31 January 2022

Interviews: TBC

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| Section 1: Personal details |
| Title: | Forename(s): |
| Middle name(s): | Surname: |
| Address: | Telephone number: |
| Mobile number: |
| Email address:(this will be our main way of contacting you) |
| **Section 2: Further education and/or professional qualifications (if any)** |
| Name of college/university: | Name of college/university: |
| Subject: | Subject: |
| Grade/degree: | Grade/degree: |
| Dates: | Dates: |
| Name of college/university: | Name of college/university: |
| Subject: | Subject: |
| Grade/degree: | Grade/degree: |
| Dates: | Dates: |

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| Section 3: Employment history |
| Please provide below your last four most recent employment details |
| **Employment 1** | **Employment 2** |
| Dates (from/to mm/yy): | Dates (from/to mm/yy): |
| Company name: | Company name: |
| Company full address: | Company full address: |
| Job title: | Job title: |
| Job description: | Job description: |
| **Employment 3** | **Employment 4** |
| Dates (from/to mm/yy): | Dates (from/to mm/yy): |
| Company name: | Company name: |
| Company full address: | Company full address: |
| Job title: | Job title: |
| Job description: | Job description: |

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| Section 4: Committee (including working groups/ taskforce) experience |
| Please provide below details of Committee experience |
| Committee name: | Committee name:  |
| Dates (from/to mm/yy): | Dates (from/to mm/yy): |
| Role title: | Role title: |
| Description of the work of the Committee: | Description of the work of the Committee: |
| Committee name: | Committee name: |
| Dates (from/to mm/yy): | Dates (from/to mm/yy): |
| Role title: | Role title: |
| Description of the work of the Committee: | Description of the work of the Committee: |

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| Section 5: Role |
| Please select which Committee you are interested in being involved with and in what capacity. |
| Investigations | [ ]  yes [ ]  no |
| Disciplinary | [ ]  yes [ ]  no |
| Appeal | [ ]  yes [ ]  no |
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| Capacity:Member [ ]  yes [ ]  noLay-member [ ]  yes [ ] [ ]  noChair [ ]  yes [ ]  noVice-Chair [ ]  yes [ ]  no |

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| Section 6: Why you are applying |
| Please explain why you are interested in becoming a member of the IFA Conduct Committees and what contribution you feel that you can make to the work ofthe Committees (maximum 400 words). |

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| Section 7: Abilities and experiences |
| Having familiarised yourself with the qualities required for this role and the role description (provided in the IFA recruitment pack), please give at least two examples of your ability/experience in each of these areas. Your answers should demonstrate how you meet the essential competencies detailed or the relevant transferrable experience you believe will ensure you meet those competencies (maximum 400 words per competence). |
| Working effectively as part of a team |
| Assessing evidence, analytical skills and making decisions |
| Demonstrating fairness |
| Experience and/or understanding of the accountancy profession and its regulation |
| Reflective practice |
| Ability to manage and use technology as the primary mode of communication and as a means for reviewing documentation |
| Commitment to attendance of meetings |

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| Section 8: Entitlement to work in the UK |
| In order to comply with the Asylum and Immigrations Act 1996, we are required to ask you to verify your entitlement to work in the UK. |
| Are you legally entitled to work in the UK? | [ ]  yes [ ]  no |
| Do you need a visa or work permit to work in the UK? | [ ]  yes [ ]  no |
| If **yes**, please give details including expiry date and any restrictions: |

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| Section 8: Criminal convictions |
| Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) – please do not disclose spent and/or protected convictions or cautions. To find out what this means please go to the [Nacro website](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/) for further details. Please note that appointments will be subject to a satisfactory basic Disclosure and Barring Service (DBS). This is called ‘basic disclosure.’ | [ ]  yes [ ]  no |
| If **yes**, please give details: |

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| Section 9: Please provide two professional references |
| Name:Position:Company:Address:Telephone number:Email address: | Name:Position:Company:Address:Telephone number:Email address: |

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| Section 10: Declaration |  |
| To the best of my knowledge and belief, the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, my appointment is liable for termination. |
| Signature: | Date: |
| Please provide any additional information here: |

**IFA data protection**

The IFA takes your privacy seriously. All personal information provided to the IFA on this form or through any other method of communication is collected and held in accordance with the UK General Data Protection Regulations and the DPA 2018 and any subsequent legislation. We will treat your personal information in accordance with UK data protection legislation. We will use your information for administering your membership, for communicating with you in respect of your membership and for IFA research.

We will transfer your information outside the UK specifically to Australia where, as part of the IPA Group, we have shared IT systems. When we transfer your information we will take the necessary steps to ensure that your privacy rights are still protected. Copies of the IFA Data Protection Policy and the Privacy and Cookie policies are available to view on the IFA website.