**NIHR Yorkshire and Humber Patient Safety Research Centre**

**Patient and Public Involvement and Engagement (PPIE)**

**Lay Leader Application Form**

Thank you for your interest in becoming a Lay Leader for the NIHR Yorkshire and Humber Patient Safety Research Centre (PSRC).

* Do you live in Yorkshire or Humber?
* Do you have good connections with community and/or public sector organisations?
* Are you interested in improving healthcare & social care to make it better and safer?
* Do you like learning about new things and have a curious mind?

Please read the ‘**Role Description**’ before completing an application form.

Shortlisted candidates will be invited to attend an informal meeting and this can be via face-to-face, phone call or videocalling. Reasonable travel costs and expenses will be reimbursed.

The **closing date** for applications is: **Friday 28 March 2025 at 5pm**.

Shortlisted candidates will be informed of the interview date by **Monday 7th April 2025.**

If you have any questions or you are likely to be unavailable to meet us on the proposed date of the informal meeting, please contact us before submitting an application so we can advise you further:

email: gary.blake@bthft.nhs.uk or call 07973 638 359

**1. Your details**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms etc.)** |  |
| **Name** |  |
| **Email address** |  |
| **Telephone number:** |  |

**2. Why you are applying**

Please tell us why you would like to be a Lay Leader for the PSRC (Max 200 words).

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**3. Your knowledge and experience**

What knowledge, qualities and relevant experience would you bring to the Lay Leader Role (please tell us about any links to community or public sector organisations (Max 200 words) :

Please refer to the **Role Description**

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**4. Additional Requirements**

Please indicate whether you have any additional requirements or needs e.g. carer or childcare costs, specific dietary or accessibility requirements

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**5. Other opportunities for involvement**

If you are unsuccessful in your application, we have other opportunities for involvement. Would you like us to add you to our database of people interested in public involvement opportunities?

|  |  |
| --- | --- |
| Yes |   |
| No |   |

**6. Your declaration**

I agree to this information being used for legitimate purposes connected with the recruitment and selection process. I declare that the information that I have given is, to the best of my knowledge or belief, true and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:*****By hand or electronic*** |  | **Date:** |  |

**7. Referees**

Please provide contact details for two referees who can comment on your suitability for the role. If you are unable to do this, please tell us why.

|  |  |  |
| --- | --- | --- |
| **Referee 1** | Name |  |
|  | Job title/Position/ Relationship |  |
|  | Email |  |
|  | Telephone |  |
| **Referee 2** | Name |  |
|  | Job title/Position/ Relationship |  |
|  | Email |  |
|  | Telephone |  |

Thank you for completing an application form. Please return your completed form as follows:

**By email**: Gary Blake, Community Engagement and Partcipation Lead for Y&H PSRC: gary.blake@bthft.nhs.uk

**By post:**

Gary Blake, Bradford Institute for Health Research, Temple Bank House, Bradford BD9 6RJ

If you would like any of the papers in a different format or if you need more information or have any questions about your application, please contact us by email: gary.blake@bthft.nhs.uk or call 07973 638 359

**Equality and Diversity Monitoring**

After the closing date, we will send you an email to complete an online equality and diversity monitoring form.We will use this information to help ensure our recruitment practices are fair and appropriate, and to plan and target our future recruitment of Lay Leaders.

This is a short, voluntary questionnaire and we will not ask for any details that will identify you as an individual or connect your responses to your application.

**General Data Protection Regulation 2018**

***WHAT HAPPENS TO YOUR DATA?***

Your personal information is held and used in accordance with the General Data Protection Regulation 2018 (GDPR) EU 2016/679 and the Data Protection Act 2018. At the Bradford Teaching Hospitals Foundation Trust, your data are held securely on a secure server with restricted access. The Bradford Teaching Hospitals Foundation Trust is the Data Controller under GDPR.

The Bradford Teaching Hospitals Foundation Trust values the privacy of individuals who share their data and process it in a manner that meets the requirement of the GDPR. More details, including information about your rights, are in our [privacy policy.](https://www.bradfordhospitals.nhs.uk/privacy-statement/)

***WHO HAS ACCESS TO YOUR DATA?***

The shortlisting panel and the interview panel will have access to data from your application form.

***HOW LONG DO WE RETAIN YOUR DATA?***

On completion of the recruitment process, unsuccessful applications will kept for 6 months. After 6 months they will be destroyed. Successful applications will be stored securely. Your data will be held on a secure server with restricted access. The Yorkshire and Humber Patient Safety Research Centre is the Data Controller under GDPR.

***HOW CAN YOU ASK FOR YOUR DATA TO BE REMOVED?***

You can ask for your details to be removed at any time by emailing us at gary.blake@bthft.nhs.uk