Lay member application form

Topic: Fertility problems: assessment and treatment.

Healthcare, social care or public health professionals working in this field or topic area are not eligible to apply for the lay member role. They can apply to join as a professional member if there is a vacancy for their specialism.

# Contact information

Name: Enter name here

Address: Enter address here

Telephone: Enter phone number here

Email: Enter email address here

# How did you find this vacancy?

Choose an item from the list

If you found us through a Voluntary and Community Sector organisation or by social media, please tell us which one:

Enter the VCS organisation or social media account

If you found us another way, please tell us more

Other method

# Your personal experience and knowledge

1. What is your experience of fertility problems: assessment and treatment?

In your response, please include brief details of any experience you have of treatment and care which you consider relevant to this role. This should be in one or more of the following:

* personal experience as someone using services
* as a relative or carer of a someone using services
* as a member, employee or officer of a voluntary organisation or support group.

Type your experience here

1. What is important to people using fertility services, carers, communities and the public when thinking about the assessment and treatment of health related fertility problems?

Tell us your thoughts here

1. We will need you to be able to talk about the experiences of a wide range of people using services, unpaid carers, communities and the public on this topic. What knowledge do you have to help you do this?

Add your experience here

1. Please give examples of your communication and team-working skills that would be relevant for working on a NICE committee. The examples do not need to be health or social care related.

Add your examples here.

1. Please tell us about any equality issues you are aware of that may be important in this topic area.

(Equality may be related to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or socio-economic status.) Further information on the [NICE equality scheme](https://www.nice.org.uk/about/who-we-are/policies-and-procedures/nice-equality-scheme)

Add any equality issues you are aware of here

1. Give us brief details of other skills, knowledge or experience (for example, familiarity with using research or evidence) or any other information relevant to your application that you have not already covered in this form:

Enter the details here

# Further information

Are you happy to commit to work within the NICE equality scheme?

Yes or no

Do you commit to keeping committee discussions confidential as needed?

Yes or no

Do you have the time to commit to this committee’s work?   
This includes attending meetings, reading papers, commenting on draft documents, and other work as required.

Yes or no

Have you worked, or do you work as a healthcare, social care or public health professional?

Yes or no

If yes, please give details including profession, specialty and dates:

Enter details here

Note 1: Ideally lay members would not have this experience.

Note 2: Healthcare, social care or public health professionals working in the topic area of this committee are not eligible to apply for the lay member role but can apply to join as a professional member.

# References

Please give us the name and contact details of 2 people who can tell us more about your suitability to be a lay member on a NICE committee. They will only be contacted if you are invited to be a lay member.

The people you nominate as referees must not be:

* closely related to you by birth or marriage.
* in a relationship with you.
* living at the same address as you.
* a NICE staff member.

If you have been a lay member on one of our committees in the past 5 years, include the committee chair as one of your referees.

## Referee 1

Name: Enter name here

Relationship to you: Enter relationship information here

Address: Enter address here

Telephone: Enter phone number here

Email: Enter email address here

Preferred method of contact: Choose an item from the list

## Referee 2

Name: Enter name here

Relationship to you: Enter relationship information here

Address: Enter address here

Telephone: Enter phone number here

Email: Enter email address here

Preferred method of contact Choose an item from the list:

# Returning completed forms

By **5pm on 16 September 2022:** you should return:

* this application form
* a [declaration of interests form](https://www.nice.org.uk/Media/Default/About/Who-we-are/Policies-and-procedures/declaration-form.docx)
* an [equality monitoring form](https://www.nice.org.uk/Media/Default/Get-involved/Join-a-committee/Recruitment-pack/equality-monitoring-form.docx)

either by email to [PIPrecruitment@nice.org.uk](mailto:PIPrecruitment@nice.org.uk)

or by post to

Public Involvement Programme Recruitment

NICE

Level 1A, City Tower

Piccadilly Plaza

Manchester

M1 4BT.

# Using your information

Your application form, including the personal information you’ve provided, will be passed securely to the NICE team or guidance centre running the committee. This enables them to shortlist applications and invite people to interview.

We use data such as your name, email address, telephone number, and postal address to contact you during your application process.

If you are appointed to the committee, we will use this data to contact you throughout your time working with us. When your work is finished, we will use your email address to send you an online survey about your experience.  Responses to our exit survey are anonymous.

We ask about your knowledge and experiences to help us see how you could contribute to the committee’s work. If you are appointed, the teams supporting you may ask you for information to help us meet any support needs you may have.

For NICE guideline committees, if you are unsuccessful, we will keep your information on file until the work of your committee has been completed as further opportunities may arise during the course of developing the guideline. For more information about how we process your data please see our [privacy notice](https://www.nice.org.uk/privacy-notice).