



**HOME OFFICE PUBLIC APPOINTMENTS
SUPPORTING DOCUMENTATION**

PART A: CANDIDATE INFORMATION AND PUBLIC APPOINTMENTS DATABASE

Please complete this form, signing the declaration on page four, and submit with your completed application to publicappointments@homeoffice.gov.uk.

| | | | | | |
|---|--|---------------------|--|-----------------|--|
| Title: | | Forename(s): | | Surname: | |
| Preferred contact details | | | | | |
| Telephone number | | | | | |
| Email address | | | | | |
| Public appointment applied for | | | | | |
| | | | | | |
| How did you find out about this vacancy (please tick) | | | | | |
| <input type="checkbox"/> Centre for Public Appointments website <input type="checkbox"/> The organisation's website <input type="checkbox"/> Print media – please specify: <input type="checkbox"/> Online Media – please specify: <input type="checkbox"/> Personal/professional network <input type="checkbox"/> Other – please specify: | | | | | |
| Dates unavailable for interview | | | | | |
| | | | | | |

| | | | | |
|---|--|----|--|---------------|
| Do you consent to our retaining your CV and contact details for the purposes of alerting you to any opportunities that may arise in future? | | | | |
| Yes | | No | | (Please Tick) |
| Do you consent to our sharing your CV and contact details with the Centre for Public Appointments in the Cabinet Office for the purpose of their alerting you to any such opportunities and/or sharing them with other government departments for the same purpose? | | | | |
| Yes | | No | | (Please Tick) |

PART B: CONFLICTS OF INTEREST AND DUE DILIGENCE

In the box below, please provide details of:

- Any **Directorships** (held in the last two years), including relevant dates and the company, possible links to the role, the Home Office, or other Government Departments (directly or indirectly). Please include any partnerships.
- Any significant **shareholdings** in companies, which may have a relationship with the role or the Home Office, through Directorships, Trading arrangements or links (directly or indirectly) to any other Government Departments.
- Any possible conflicts of interests created by virtue of the employment, directorships or significant shareholding of a **family relative** or **friend**.
- Any other matter which may give rise to a potential conflict of interest.

Due Diligence

The Department will undertake due diligence checks on all applicants who are invited to interview. Due diligence checks will include social media and internet searches. Information obtained through these checks will be considered as part of the selection process.

If there is anything relevant to your suitability as a public appointee or anything which could impact on public confidence on your suitability, please provide brief details below:

Not applicable Yes (please provide details below)

PART C: DISABILITY CONFIDENT SCHEME

The 'Two Ticks' or Disability Symbol Scheme was replaced by the Disability Confident Scheme in November 2016. Like the previous scheme, we commit to offer an interview to disabled people who meet the minimum criteria for the job.

By 'minimum criteria', we mean that you must provide us with evidence in your application, which demonstrates that you meet the level of competence required under each of the specific qualities and skills sought.

If you consider yourself to have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition), and want to apply under the Disability Confident Scheme complete the below declaration.

Definition of a disability

The Equality Act 2010 (EA) generally defines a disabled person as:

- *someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.*

Please tick, if appropriate:

I have a disability and would like to apply under the Disability Confident Scheme.

Yes No

Whether you choose to apply under the Disability Confident Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

PART D: DECLARATION

To complete your application please sign and date the declaration below:

I certify that the information included within these forms is, to the best of my knowledge and belief, true and accurate and complete.

Signed _____

Dated _____

DOCUMENTATION REQUIRED IF CALLED TO INTERVIEW

If called to interview, you will be asked to provide original documentation to verify your identity and to assist with pre-appointment checks.

A current, valid travel document, for example your passport. EEA citizens may bring either their national identity card or their passport and should also bring a residence card if they have one.

Plus **two** of the following:

1. Bank statements to cover the last six months;
2. Birth certificate issued at birth;
3. Adoption certificate;
4. Driving licence;
5. Utility bill / council tax bill sent to you at your given address and dated within the last six months;
6. Cheque book and bank card accompanied by three statements and proof of signature;
7. Credit card accompanied by three statements and proof of signature;
8. Credit card with your photograph on it.

Plus **one** of the following as evidence of employment or academic history;

1. Pay slip
2. P60
3. P45
4. Academic reference

Please complete this form and submit to publicappointments@homeoffice.gov.uk.

The Home Office takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process.