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| **Candidate Application Form** **You must complete all fields marked with an asterisk (\*)** | | |
| We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form. If you would like to have a chat with us about reasonable adjustments please contact us at [Oak.PublicAppointments@education.gov.uk](mailto:Oak.PublicAppointments@education.gov.uk) | | |
| **\*** | Role you are applying for: | |
| **\*** | Title:  Surname(s):  Forename(s): | |
| **\*** | Address for correspondence: | |
| **\*** | Primary contact number:  Email address: | |
| **\*** | **How did you find out about this vacancy? (Please tick)**  Online / Social Media – please specify:  The organisation’s website  Print media – please specify:  Centre for Public Appointments website  Personal/professional network  Other – please specify: | |
| **\*** | **Other Public Appointments**  Is this your first public appointment?  Yes  No (please provide further information below) | |
|  | **Role and body** | **Date of appointment** |
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| **References** | |
| Please provide below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievements/competencies.  We will only approach your referees if you are invited to interview. | |
| **\*** | **Referee 1**  Name:  In what capacity and over what period has the individual known you?  Primary contact number:  Email address: |
| **\*** | **Referee 2**  Name:  In what capacity and over what period has the individual known you?  Primary contact number:  Email address: |

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| **Disability Confident** | |
| 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 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.  If you are invited to interview and require adjustments, don’t worry, we will ask you about this within your invitation to interview. | |
| **\*** | I have a disability and would like to apply under the Disability Confident Scheme.  Yes  No |

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| **Conflicts of Interest** | |
| **\*** | If you have any interests that might be relevant to the work of this role and which could lead to a real or perceived conflict of interest should you be appointed, please provide brief details below.  All information provided by applicants will be handled in a manner consistent with GDPR 2018.  Do you consider yourself to have a real or perceived conflict of interest in relation to this role?  No  Yes (please provide details below) |

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| **Due Diligence** | |
| **\*** | The Department will undertake due diligence checks on all applicants who are invited to interview and ongoing checks will be done up to the start of any appointment. 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 – for example any criminal convictions, bankruptcy or anything which could impact on public confidence on your suitability, please provide brief details below:  Not applicable  Yes (please provide details below) |
| **Political Activity** | |
| **\*** | Have you undertaken any political activity for a political party in the past five years? Please tick:  No  Yes (please state for what party and specific what activity)  Party name:  Held office  Public speaking  Stood for election  Made donations to a party (Please state how much):  Any other political activity (Please provide further information in the box below) |
| **\*** | Please disclose any other activity that you think we should be aware of: |

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| **Future Public Appointments Opportunities** | |
| Should you be successful at interview, but not appointed we would like to retain a copy of your CV and contact details so that we can contact you when we advertise new opportunities in future which we feel you may be suited to. | |
| **\*** | I give my consent for my CV to be kept on record for two years and to be contacted in future regarding Public Appointment vacancies  Yes  No  Please follow the link below if you wish to sign up to the Cabinet Office’s regular newsletter or receive email notifications when new appointments are published that match your requirements:  <https://publicappointments.cabinetoffice.gov.uk/register/> |