



# National School of Government Application Form

Please complete in typescript or black ink. Submit your completed application form to [recruitment@nationalschool.gsi.gov.uk](mailto:recruitment@nationalschool.gsi.gov.uk) or post to Human Resources, National School of Government, Sunningdale Park, Larch Avenue, Ascot, Berkshire, SL5 0QE.

**NOTE: Applications must be received no later than 5pm on the stated closing date. Late or incomplete applications will not normally be accepted. CVs cannot be accepted.**

## A SECTION A: FOR COMPLETION BY ALL APPLICANTS

### A1 Post applied for

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Job Reference:

Job Title:

### A2 Contact Details

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Last Name:

First Name(s):

Title:

Address Line 1

Address Line 2

Address Line 3

Town

County

Postcode:

Contact Tel No:

Alternative Tel No:

**We would normally contact you by email with regards to this vacancy.**

Email:

**If you would prefer us to contact you by post, please indicate here:**

### A3 Additional Information

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**If you are applying on a part time or job share basis please indicate below:**

Part Time (include details of proposed working pattern):

Job Share (include name of job share partner):

How did you find out about this vacancy?

Do you have any connections with any employee of The National School of Government? If so, please detail:

**B SECTION B: FOR COMPLETION BY CIVIL SERVANTS ONLY**

What is your employment status? (please tick relevant box)	Permanent Casual Fixed Term Other (please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Has your line manager agreed to release you on the appointment terms detailed on the job specification? (please tick relevant box)	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Has your line manager agreed to release you within the usual 4 – 6 weeks? (please tick relevant box)	Yes No	<input type="checkbox"/> <input type="checkbox"/>
What is your substantive grade?		

**C SECTION C - ELIGIBILITY TO APPLY FOR A POST IN THE CIVIL SERVICE: FOR COMPLETION BY ALL APPLICANTS**

**C1** If you are appointed, documentary evidence is sought to confirm your responses.

National Insurance Number:		
Place of birth:		
Nationality at birth:		
Present nationality:		
a) Are you subject to immigration control?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Are there restrictions on your continued residence or employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'yes' to either a) or b) above, please give details		

**D SECTION D: QUALIFICATIONS AND CAREER HISTORY: FOR COMPLETION BY ALL APPLICANTS**

**D1** Qualifications

Please give details of **all** qualifications with levels and grades obtained. Continue on a separate sheet if required.

NAME OF ESTABLISHMENT AND DATES ATTENDED	COURSE/GRADE	DATE OBTAINED

D2 **Career history**

Please provide details of ***all*** employment (including voluntary work) ***for the past 10 years***.  
Please list in order starting with the most recent. (Continue on a separate sheet if necessary.)

**PRESENT/MOST RECENT POST**

<b>Employment Dates From/To:</b>	
<b>Organisation Name and Address:</b>	
<b>Position Held:</b>	
<b>Brief Details of Main Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Current Salary:</b>	
<b>Current Notice Period:</b>	

**PREVIOUS POSTS**

<b>Employment Dates From/To:</b>	
<b>Organisation Name and Address:</b>	
<b>Position Held:</b>	
<b>Brief Details of Main Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Employment Dates From/To:</b>	
<b>Organisation Name and Address:</b>	
<b>Position Held:</b>	
<b>Brief Details of Main Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Employment Dates From/To:</b>	

<b>Organisation Name and Address:</b>	
<b>Position Held:</b>	
<b>Brief Details of Main Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Employment Dates From/To:</b>	
<b>Organisation Name and Address:</b>	
<b>Position Held:</b>	
<b>Brief Details of Main Duties:</b>	
<b>Reason for Leaving:</b>	

**D3 Please detail any time unaccounted for:**

**Dates**

**Reasons**

**D4 Employment References (For completion by non-Civil Servants only):**

Please give details of 2 referees whom we can approach. One must be your current or most recent employer. Where it is not possible to give 2 employment references please provide details of an education or personal referee. Further references may be taken up to complete full pre-appointment checks. We will not take up references without your prior agreement.

<u>FULL NAME:</u>	<u>FULL NAME:</u>
<u>NAME OF ORGANISATION AND JOB TITLE:</u>	<u>NAME OF ORGANISATION AND JOB TITLE:</u>
<u>EMAIL:</u>	<u>EMAIL:</u>
<u>TELEPHONE:</u>	<u>TELEPHONE:</u>
<u>FULL POSTAL ADDRESS:</u>	<u>FULL POSTAL ADDRESS:</u>
<u>RELATIONSHIP TO YOU:</u>	<u>RELATIONSHIP TO YOU:</u>

## **E SECTION E: SUITABILITY FOR THE POST: TO BE COMPLETED BY ALL APPLICANTS**

**E1 Please state briefly why you are applying for this post**

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[Redacted]

**E2 Suitability for the post**

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Please give specific relevant examples, which demonstrate how you meet the competencies stated in the Job Profile. You should explain what you did, why and how you did it and what the outcome was. You should aim to limit your examples to 250 words per competence.

**E2.1 ANALYSIS AND USE OF EVIDENCE**

[Redacted]

**E2.2 FINANCIAL MANAGEMENT**

[Redacted]

**E2.3 PEOPLE MANAGEMENT/WORKING WITH COLLEAGUES AND CUSTOMERS**

[Redacted]

**E2.4 PROGRAMME & PROJECT MANAGEMENT/DELIVERING RESULTS & CONTINUOUS IMPROVEMENT**

[Redacted]

**E2.5 LEADERSHIP**

[Redacted]

**E2.6 STRATEGIC THINKING/WIDER PERSPECTIVE**

[Redacted]

**E2.7 SPECIALIST SKILLS/EXPERTISE (Please refer only to specialist skills/expertise detailed in the Job Profile)**

[Redacted]

## **F SECTION F: DECLARATION: TO BE COMPLETED BY ALL APPLICANTS**

**NOTE:** The National School of Government must interpret strictly and impartially the prescribed condition regarding nationality and qualifications, but it is not possible to investigate the eligibility of every applicant. You should therefore make sure that you are eligible to apply. If you give any information which you know to be false, or if you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

I understand that the data I have given will be processed and hereby give permission for my details to be retained by the National School of Government in line with the Data Protection Act (1998).

**PROTECT (ON COMPLETION)**

**I declare that the information that I have given is, to the best of my knowledge or belief, true and complete.**

(If you e-mail your application form you do not need to sign it. The National School of Government will accept email correspondence as agreement to the above declaration).

<b>SIGNATURE</b>	<b>DATE</b>
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**PLEASE NOW COMPLETE THE DIVERSITY QUESTIONNAIRE  
(This information is not for use in the selection process).**