HMICFRS associate programme – application form

Please note the following recruitment policy on conflict of interest.

All applicants are required to declare any areas of private interest where they may conflict with the interests of the organisation. Where a conflict of interest exists, employment will be refused. Staff employed in the civil service must not subordinate their duty and their private interest or put themselves in a position where their duty and their private interests conflict. Nor must they engage in any occupation or undertaking which might in any way conflict with the interests of the Department or be inconsistent with their position.

It is therefore essential that all applicants wishing to join the HMICFRS Associates Programme declare any potential conflicts of interest. For example, there would be a clear conflict between the interests of an individual who privately assists or advises those applying through the immigration process and the official interests of the organisation.

## Essential requirements

* Must be British, EEA or Commonwealth Citizen; and
* Must have been resident in the UK continuously for three years prior to application with no employment restrictions or time limit on their stay in the UK.

Please complete the box below for HMICFRS reference purposes:

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| Full Name: |
| Name of Job Applied for: Associate Efficiency Specialist |
| Associate Campaign Reference Number: ASS053Effispec171222 |

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| Personal information |
| Surname (BLOCK LETTERS) | Forenames (in full) (BLOCK LETTERS) | Any other previous names (BLOCK LETTERS) |
| Title (Dr, Mr., Mrs., Miss, Ms etc) |  |  |
| National Insurance Number: | Passport number:  |   |
| Home Address:Postcode:  | Telephone Number:  |
| Mobile Number:  |
| Please indicate the number on which you would prefer to be contacted |
| Number of years at this address: | Email address: |
| **Please note:** we will use email to send letters, please advise us if for any reason this is not suitable. |
| Place of birth: | Nationality at birth: | Present nationality: |

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| Do you currently hold security clearance:  | Yes [ ]  No [ ]  |
| If Yes, what level of clearance: | Choose an item. |
| Level of clearance expires: |  |
| If other, please give details: |  |
| Government Department/Police Force where clearance held: |  |

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| Education and qualification – including professional qualifications |
| Dates: | Qualifications/Training: (Please provide certificate on request at interview stage) |
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| Relevant skills and experience |
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| Employment information  |
| Where possible, please give details of all jobs you have held within the last five years, starting with the most recent. Include paid employment, key positions in the voluntary sector and membership of central or local committee. Please indicate any relevant experience you feel is applicable to the role. (Continue on a separate sheet if necessary.) |
| **Present post:** | **From:** |
| Name and address of employer: | Positions held and nature of work: | Reason for leaving: |
|  |  |  |
| Basic salary: | Allowances/bonuses: |
| **Previous post:** | **From:** | **To:** |
| Name and address of employer: | Positions held and nature of work: | Reason for leaving: |
|  |  |  |
| **Previous post:** | **From:** | **To:** |
| Name and address of employer: | Positions held and nature of work: | Reason for leaving: |
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| **Previous post:** | **From:** | **To:** |
| Name and address of employer: | Positions held and nature of work: | Reason for leaving: |
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| **Previous post:** | **From:** | **To:** |
| Name and address of employer: | Positions held and nature of work: | Reason for leaving: |
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| Please give details of any time not already accounted for (including unemployment) |
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| Competencies  |
| In each of the following sections, please give an example from your experience or achievements to date which best illustrates the ability described in each competency. Please note that for each competency do not exceed 250 words. For details of the Civil Service Competency Framework, please see the following website: [www.gov.uk/government/uploads/system/uploads/attachment\_data/file/436073/cscf\_fulla4potrait\_2013-2017\_v2d.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4potrait_2013-2017_v2d.pdf)Competency examples should be pitched at G7 level. |
| Notes for completion:* The achievements can come from any setting – for example, paid employment or voluntary work, at school or college, in connection with your hobbies or interests etc.
* We are asking you to complete this questionnaire so that accomplishments and abilities, relevant to the job are taken into account in your application.
* A specific example should explain what you did, how you did it and the outcome. The majority of the example should focus on the ‘how’, rather than the ‘what’ or the outcome.
* The examples should focus on what you have personally done. Make sure you refer to ‘I’ rather than ‘we’.
* Please limit the number of words you write to a maximum of 250 per section. More than 250 will not be considered.
* Please avoid using an achievement more than once and give examples that are recent, preferably within the last two years.
* Details of the competencies required can be found in the notes for candidates: role specific information
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| Competency 1 (250 words)  |
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| Competency 2 (250 words)  |
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| Competency 3 (250 words)  |
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| Competency 4 (250 Words):  |
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| Referees  |
| Please provide (in block letters) referees whom we can approach if you are shortlisted. One should be your current employer (this may be the HR department if you work for a large organisation);If you were a serving Police Officer, one reference should be the Force HR One should be your Accountant if you are or have been self employedOne should be either an academic reference or someone who has known you for 3 years or more. |
| 1. Name
 | 1. Name
 |
| Address:Postcode: | Address:Postcode: |
| Tel. No. | Tel. No. |
| Email: | Email: |
| In what context does this referee know you? | In what context does this referee know you? |
| It would be helpful if you would permit us to take these references, if successful, at the interview stage.Please indicate if you would agree to this. Yes [ ]  No [ ]  |
| 1. Name
 | 1. Name
 |
| Address:Postcode: | Address:Postcode: |
| Tel. No. | Tel. No. |

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| --- | --- |
| Email: | Email: |
| In what context does this referee know you? | In what context does this referee know you? |

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| Interview arrangements  |
| Dates when not available for interview. We cannot commit to avoiding these dates, but will try to do so. |
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| What is your period of notice and when could you take up the appointment if your application is successful? |
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| Immigration information |
| Have you ever possessed any other nationality or citizenship? | Yes [ ]  | No [ ]  |
| If “Yes”, please give details with dates. |
| Have you ever been subject to immigration control? | Yes [ ]  | No [ ]  |
| If "Yes", please provide your Home Office reference number. This is to verify compliance with the Immigration Acts. |
| Have you been lawfully resident in the UK at all times in the last three years? | Yes [ ]  | No [ ]  |
| If “No”, please list periods of more than two weeks spent out of the UK giving destination(s) and dates. |
| Are there any restrictions on your continued residence or employment in the UK? | Yes [ ]  | No [ ]  |
| Please provide details in full (mandatory) |
| Father | Mother |
| Surname  | Surname  |
| Forename(s)  | Forename(s)  |
| Date of birth  | Age  | Date of birth  | Age  |
| Town and country of birth  | Town and country of birth  |
| Present nationality  | Present nationality  |
| Is he subject to immigration control?  | Is she subject to immigration control?  |
| Is he free to remain and take up employment in the UK?  | Is she free to remain and take up employment in the UK?  |
| Declaration |
| Please ensure you read and understand the following points together with the accompanying literature, and agree to be bound by it. Please acknowledge this by signing below. If you are successful at all stages of the application process and subsequently offered a position with the Home Office you must not:* Give specific advice to, or write on behalf of, an applicant based on knowledge of the way the Home Office operates which may give advantage to the applicant;
* Use your official position to further your private interests or the interests of others;
* Allow your name to be used as a referee in applications for naturalisation as a British citizen or British Dependent Territories citizen. It is improper for you as a member of staff to support applications because the decision to grant or refuse is a matter within the Secretary of State’s discretion. Nor should you allow your name to be used as a reference by anyone who is an applicant to the Department, to a local authority or other public body with which the Department holds an official relationship. There is, of course, no objection to you advising friends or others who may consult you about such matters, but unless officially authorised, you should not discuss the handling of an individual’s application with them or the particular reasons for that decision.
* Engage in any occupation or undertaking which might conflict in any way with the interests of the Department, or be inconsistent with your position as a civil servant. You may not in any circumstances act as an agent for applications for any form of British nationality, or for any renunciation of any form of British nationality.

 I authorise the Home Office to contact HMRC to validate the employment history information I have provided in relation to my application. I understand that HMRC will check their PAYE database to confirm the information I have provided. I also consent to HMRC disclosing the results of the check on their PAYE database about my employment history to the Home Office.The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies is incompatible with the work and values of the Home Office. Before processing your application, you will need to confirm if you are or are not a member of any group or organisation promoting racism. Please delete as applicable:* I am a member of a group or organisation that promotes racism **[insert name]**
* I am not a member of any of group or organisation that promotes racism.

Are there any outstanding disciplinary or misconduct matters with any of your current or previous employers that HMICFRS should be aware of? **Yes/No**If **yes**, provide details:Do you have any notifiable[[1]](#footnote-1)\* associations that HMICFRS should be aware of?  **Yes/No**If **yes**, provide details:Do you have any outside business interests? **Yes/No**If **yes**, provide details: The details given on this application are correct to my knowledge and belief. I understand that the data I have given will be processed in accordance with the Data Protection Act 1998, and that the Home Office will make this data available to external business partners as part of the recruitment process. I hereby give permission for my details to be retained in connection with this application. I also understand that withholding relevant details or giving false information may result in my application being rejected or that I may be dismissed if I have already been appointed. I will undertake to notify any material changes in the information I have given above to the Department concerned and understand that credit reference checks may be carried out.Signature: Date: The Home Office UK Border Agency have the right to refer to a candidate's immigration records prior to and during their employment where there are grounds to consider the candidate's immigration status in relation to their application for this post. |

Confirmation

Please confirm before submitting your application that:

* You have provided full parental details as this is a mandatory requirement.
* Signed and deleted the as appropriate.
* Please confirm that you have read and complied with the requirements
* Finally that you have completed the form.

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| Equal opportunities monitoring form |
| The Home Office is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that not only do we meet our legal obligations, but even more importantly it will help us in designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce.The information you provide is confidential and will be processed in line with the requirements of the Data Protection Act, 1998. As such your data will be used for statistical purposes only. It will not be seen by anybody directly involved in a selection process. No information will be published or used in any way which allows any individual to be identified. |
| Personal Details |
| Title (Mr/Mrs/Miss/Ms/Dr/Other) | Surname | First name |
|   |   |   |
| Age  | Gender |
|   | Male ☐ Female ☐ |
| Gender Identity (optional): If you identify as transsexual or transgender (in that you have effected a permanent change of gender identity) or as intersex, which group do you identity with? |
| Transsexual ☐ Transgender ☐ Intersex ☐ |
| Working Pattern |
| Part time ☐ Full time ☐ |
| Ethnic origin Please tick against one of the following: |
| 1. Asian or Asian BritishIndian [ ] Pakistani  [ ] Bangladeshi [ ]  Any other Asian background [ ] 2. Black or Black BritishCaribbean [ ] African [ ] Any other Black background [ ]  | 3. Chinese or other ethnic groupChinese [ ]  Any other [ ] 4.. MixedWhite and Black Caribbean [ ] White and Black Africa [ ] White and Asian [ ] Any other mixed background [ ]  | 5. WhiteBritish [ ] Irish [ ] Any other White background [ ] 6. Prefer not to say [ ]  |
| Disability Please tick against one of the following: |
| The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities. Conditions covered may include, for example, severe depression, dyslexia, diabetes, epilepsy and arthritis.Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?Yes ☐ No ☐ Prefer not to say ☐ This information is provided for monitoring purposes only – if you need any reasonable adjustments you should arrange these separately |
| Religion or belief Please tick against one of the following: |
| No religion [ ] Bahai [ ] Buddhist [ ] Christian [ ]  | Hindu [ ] Jain [ ] Jewish [ ] Muslim [ ]  | Sikh [ ] Other [ ] Prefer not to say [ ]  |
| Sexual orientation Please tick against one of the following: |
| Bisexual [ ] Gay man [ ]  | Gay woman/lesbian [ ] Heterosexual/straight [ ]  | Prefer not to say [ ]  |



Guaranteed interview scheme

The Home Office is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

Applicants who consider themselves to have a disability and who meet the published essential requirements (minimum criteria) for the job will be guaranteed and interview.

For some posts we require applicants for jobs to attend an assessment centre for tests. Standard practice is for applicants to be selected for assessment via initial tests and/or an application form. Where a disabled candidate meets the minimum criteria for invitation to an assessment centre, this must be accepted as fulfilling the requirements of commitment 1 of the Disability Symbol – the guaranteed interview, i.e. the assessment centre must be regarded as the interview, whether or not an actual interview is part of the tests.

How do I apply?

Simply complete this form.

Please give details of any disability that you have below:

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We have a duty to make reasonable adjustments to ensure that disabled people are treated fairly. Adjustments could include providing access, equipment or other practical support.

Declaration

I consider myself to have a disability and I would like to apply under the Guaranteed Interview Scheme

Name...................................................... Date ......................

Signature...........................................................................................

Any false declaration of disability to obtain an interview under the guaranteed interview scheme will subsequently invalidate any contract of employment

For Official Use Only

Recruiting manager to confirm category of eligibility to work in the Home Office









Please see PEC guidance for relevant documents for candidate to bring to interview

You are required to take a photocopy of all requested original documentation and certify that you have seen the original on the copy



Comments:



 

  

I confirm the candidate presented original supporting documentation

Recruiting manager signature Date

 

1. \* A ‘notifiable association’ is an association which has the potential to compromise HMICFRS operations, activity or reputation. Association relates to association with persons who have no criminal convictions but who are engaged in criminal activities or those who associate with such persons. If this information is known, it should be declared.
If you have friends or relatives who fall into this category, their details must be included. [↑](#footnote-ref-1)