



Appendix I: Personal Details, References, Conflict of interest forms

Personal Details Form

Title (tick a box)

Mr Mrs Ms Miss Other

First Name(s)

Surname

Day time telephone

Evening telephone

Mobile

Email

Home Address

Postcode



References

Please give names, addresses, work telephone numbers and occupations of two people who can be contacted to provide a reference or information relating to our application for our post

Reference One

Appointment Held

Dates (from/to)

Company/Name

Job Title

Address (and postcode)

Telephone

Mobile

Reference Two

Appointment Held

Dates (from/to)

Company/Name

Job Title

Address (and postcode)

Telephone

Mobile



May this reference be contacted if shortlisted?

Yes

No

May this reference be contacted if shortlisted?

Yes

No



Appendix II: Guaranteed interview scheme (If applicable)

Guaranteed Interview Scheme

The Guaranteed Interview Scheme (GIS) guarantees to interview all disabled candidates (as defined by the Equality Act 2010) who satisfy the minimum criteria for the role.

By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of skills and experience as set out in the 'candidate specification' section of this candidate information pack.

The Equality Act 2010 defines someone as a disabled person if

- they have a physical or mental impairment and;
- the impairment has a substantial and long term adverse effect on their ability to carry out one or more normal day to day activities.

For the purposes of this scheme, these words have the following meanings:

- 'substantial' means more than minor or trivial;
- 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions);
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

Do you wish to claim an interview under the Guaranteed Interview Scheme?

Yes No

Name

.....

Date

.....



Appendix III: Political Activity

You should note that political activity and potential conflicts of interest detailed in this form will be provided separately to the panel and may, if appropriate, be discussed with you during your interview. Your personal details will not be shared with the panel.

Name in full	
---------------------	--

ALL applicants should complete the questions below.

This question is asked as it enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation).

If you are successful, the information provided will be published with the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the party or body for which you have been active. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.

A		B	
Obtained office as a Local Councillor, MP, MEP etc.	<input type="checkbox"/>	Acted as a political agent	<input type="checkbox"/>
Stood as a candidate for one of the above offices	<input type="checkbox"/>	Held office such as Chair, Treasurer, or Secretary of a local branch of a party	<input type="checkbox"/>
Spoken on behalf of a party or candidate	<input type="checkbox"/>	Canvassed on behalf of a party or helped at elections	<input type="checkbox"/>
		Undertaken any other political activity which you consider relevant	<input type="checkbox"/>
C		D	
Made a recordable donation to a political party. ¹	<input type="checkbox"/>	None of the above activities apply	<input type="checkbox"/>



Name of Party for which activity is undertaken:

Details of involvement

The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women's or youth organisation). These provisions became effective from 16 February 2001.

If completing in manuscript and there is insufficient space, please continue using a separate sheet and tick this box.

If completing electronically, please just continue typing.

Signature:

Date:



Appendix IV: Declaration

Declaration

Applicants should be aware that some of the information set out in this application form and any attachments will be placed in the public domain if they are successful

To best of my knowledge the information given on this form is correct:

Name

(Printed in full and signed)

.....

Date

.....