

APPENDIX I: PERSONAL DETAILS, REFERENCES,  
CONFLICT OF INTEREST FORMS

# Personal details form

What role are you applying for?  
\_\_\_\_\_

Title (tick a box)

Mr   Mrs   Ms   Miss   Other

**First Name(s)**  
\_\_\_\_\_

**Surname**  
\_\_\_\_\_

Daytime telephone  
\_\_\_\_\_

Evening telephone  
\_\_\_\_\_

Mobile  
\_\_\_\_\_

Email  
\_\_\_\_\_

Home Address  
\_\_\_\_\_

Postcode  
\_\_\_\_\_

**References**

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

**Reference One**

Appointment Held

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Dates (from/to)

---

Referee - Company/Name

---

Referee - Job Title

---

Address (and postcode)

---

Telephone

---

Email

---

Mobile

---

May this reference be contacted if shortlisted?

Yes                  No

**Reference Two**

Appointment Held

---

Dates (from/to)

---

Referee - Company/Name

---

Referee - Job Title

---

Address (and postcode)

---

Telephone

---

Email

---

Mobile

---

May this reference be contacted if shortlisted?

Yes                  No



**APPENDIX II: DISABILITY CONFIDENT SCHEME (IF APPLICABLE)****Disability Confident Scheme**

This guarantees to interview all disabled candidates (as defined by the Equality Act 2010) who satisfy the minimum criteria for the role.

To be eligible for consideration under the DCS, you must be considered disabled under the Equality Act 2010. This means that you must have or have had in the last 12 months – a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities.

This includes those whose disability has lasted, or is likely to last, for 12 months, or if the disability or condition is likely to progress or recur.

**Are you applying under the Disability Confident Scheme?**

Yes I would like to apply under the Disability Confident Scheme

Name \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX III: 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 \_\_\_\_\_

**APPENDIX IV: CONSENT TO SHARE  
PERSONAL DETAILS**

Please indicate here if you are content for the Treasury as the appointing department to retain your CV and contact details and to share these with the Centre for Public Appointments in the Cabinet Office. Your details will be kept on file and you may be contacted about other opportunities that may arise in the future. All information will be handled in accordance with the Data Protection Act 2018

YES I agree to my details being shared

NO Please do not pass on my details

Signature:

Date:

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.

## APPENDIX V: POLITICAL ACTIVITY

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.		Acted as a political agent	
Stood as a candidate for one of the above offices		Held office such as Chair, Treasurer, or Secretary of a local branch of a party	
Spoken on behalf of a party or candidate		Canvassed on behalf of a party or helped at elections	
		Undertaken any other political activity which you consider relevant	
C		D	
Made a recordable donation to a political party <sup>1</sup> .		None of the above activities apply	

Name of Party for which activity is undertaken:

Details of involvement:

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:

<sup>1</sup> 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.

## APPENDIX VI: PUBLIC APPOINTMENT RECRUITMENT PRIVACY NOTICE

### Public Appointment Recruitment Privacy Notice

This notice sets out how HM Treasury will use your personal data for the purposes of this recruitment campaign and explains your rights under the General Data Protection Regulation (GDPR).

#### 1. Data subject categories

Personal information to be collected and processed for this campaign relates to members of the public who are applying for public appointments.

#### 2. Data categories

For the application stages, the data categories to be collected will include your:

- curriculum vitae and covering letter
- employment references
- name, title, address, telephone numbers and personal email address
- employment history and qualifications
- date of birth
- right to work documentation (where necessary)
- disability information (where applicable).

This list of data categories is not exhaustive and may vary depending on the appointment you are applying for.

#### 3. Purpose of processing

Your personal information will be processed in order to consider your application for a public appointment and in accordance with the Governance Code on Public Appointments which is published by the Cabinet Office.

HM Treasury employs and/or works with suitably selected partners to carry out certain activities for this application process. Where it is necessary to use third parties to do this, these third parties will only process your personal data as directed by HM Treasury and for the purposes of the application process.

These activities include, but are not limited to:

- processing your application
- advising candidates of the outcome of their application
- arranging interviews for successful candidates
- equality and diversity monitoring.

#### 4. Legal basis for processing personal data

This personal data is collected for the performance of a public appointment campaign or reappointment process. It is necessary for the purpose of pursuing the legitimate interests of HM Treasury to appoint suitable candidates to public positions.

## 5. Recipients

Personal data of applicants will only be made available to staff within HM Treasury, or organisations working on its behalf, who have a business need to see it and will only be shared with other organisations for the purposes of this application process.

The organisations with whom this information will be shared will vary depending on the position being applied for. They include, but will not be limited to, the following:

- The Office of the Commissioner for Public Appointments
- Cabinet Office
- The Prime Minister's Office
- Royal Household for Crown appointments (where applicable)
- Ministry of Justice, for some Crown appointments.

The application process also requires HM Treasury to share applicant data with the relevant recruiting and appointing bodies.

The legal basis for the sharing of this personal data with these relevant organisations is the same as (4) above and is in line with the Governance Code for Public Appointments.

## 6. Retention

HM Treasury is required to keep information provided in support of applications for the necessary period required to satisfy the purposes of audit.

## 7. Special category data

We will also collect, use and store the following special categories of data you supply as part of your application. This information will include your:

- race or ethnicity
- religious beliefs
- sexual orientation
- sex/gender
- political beliefs.

## 8. Legal Basis for processing special category data

The legal basis for our processing of your special category data shall be the same as (4), listed above.

## 9. Your data protection rights

You have the right to request:

- information about how your personal data are processed and to request a copy of that personal data
- that any inaccuracies in your personal data are rectified without delay
- your personal data are erased if there is no longer a justification for them to be processed.

You also have the right:

- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted
- to object to the processing of your personal data where it is processed for direct marketing purposes.

#### **10. How to submit a Data Subject Access Request (DSAR)**

To request access to personal data that HM Treasury holds about you, contact:

**HM Treasury Data Protection Unit**  
**G11 Orange**  
**1 Horse Guards Road**  
**London**  
**SW1A 2HQ**  
dsar@hmtreasury.gov.uk

#### **11. Complaints**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**  
**0303 123 1113**  
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

#### **12. HM Treasury contact details**

For the purposes of this recruitment campaign, the data controller for your personal data is HM Treasury. Our contact details are:

**HM Treasury**  
**1 Horse Guards Road**  
**London**  
**SW1A 2HQ**  
**020 7270 5000**  
public.enquiries@hmtreasury.gov.uk

The contact details for HM Treasury's Data Protection Officer (DPO) are:

**Data Protection Officer**  
**1 Horse Guards Road**  
**London**  
**SW1A 2HQ**  
privacy@hmtreasury.gov.uk