



Application form

The form below is in Adobe Acrobat Reader (PDF) format. The form cannot be completed or submitted online. To use this form, click on the 'Save' icon and then choose the appropriate folder on your computer. You will then be able to complete the form offline at your leisure. Please note, the box sizes do not expand and information will not be saved once you exit the form.

Which job are you applying for?

What is the job reference number?

Part 1 Your personal details

Your title

Mr / Mrs / Miss / Ms / Other (please specify)

Surname

First name

Home address

Postcode

Home contact numbers

Phone
email

Fax

Business contact numbers

Phone
email

Fax

Date of birth

 / /

National Insurance number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Are you subject to immigration control?

No Yes

Are you free to remain and take up employment in the UK?

No Yes

The successful applicant will be expected to provide evidence of eligibility to work in the UK such as birth certificate or passport before any appointment can be confirmed.

Part 2 Present or most recent employer

Your job title	<input type="text"/>		
Salary	<input type="text"/>		
Employer's name and address	<input type="text"/>		
			<input type="text" value="Postcode"/>
What date did you start this job?	<input type="text" value="/ /"/>	What date did you finish?	<input type="text" value="/ /"/>
Amount of notice required	<input type="text"/>		
Please give your reason for leaving	<input type="text"/>		
Please give brief details of your responsibilities and management responsibilities (if appropriate)	<input type="text"/>		

Part 3 Previous employment

Please give details of any jobs before the one you told us about in **Part 2**, starting with the most recent.

	Job 1	Job 2		
Employer's name and address	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>		
Job title	<input type="text"/>	<input type="text"/>		
Main duties	<input type="text"/>	<input type="text"/>		
Reason for leaving	<input type="text"/>	<input type="text"/>		
What dates did you start and finish this job?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

Part 3 Previous employment continued

	Job 3	Job 4
Employer's name and address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>
Job title	<input type="text"/>	<input type="text"/>
Main duties	<input type="text"/>	<input type="text"/>
Reason for leaving	<input type="text"/>	<input type="text"/>
What dates did you start and finish this job?	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>

Part 4 Education and qualifications

Please list examinations passed and qualifications gained (including professional qualifications) starting with the most recent.

	Establishment 1	Establishment 2
Name and address of the establishment where you passed the examination(s) or qualification	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>
Examination(s) passed or qualification gained and grade(s)	<input type="text"/>	<input type="text"/>
What date did you start and finish at this establishment?	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>
	Establishment 3	Establishment 4
Name and address of the establishment where you passed the examination(s) or qualification	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>
Examination(s) passed or qualification gained and grade(s)	<input type="text"/>	<input type="text"/>
What date did you start and finish at this establishment?	<input type="text" value="/ /"/> <input type="text" value="/ /"/>	<input type="text" value="/ /"/> <input type="text" value="/ /"/>

Part 5 Your skills, qualities & experience

In this part we want to identify how your skills, qualities and attributes match up to our competence framework, a copy of which accompanies this form. We have selected below a number of these competences which are key in all roles in DCMS.

Under each heading please give an example about a time - either at work or in your personal life - when you showed one or more of the skills, qualities or attributes outlined in the relevant section of the competence framework, and tell us briefly (in no more than 100 words) how this helped to overcome a problem or achieve a result. Please try to avoid using the same example more than once.

Team working

All staff need to be able to work as part of a team within the Department, and to do this they need good interpersonal skills and must treat other team members fairly and with respect.

Communication

Communication in DCMS is about presenting information in a logical and concise manner, listening to and learning from all colleagues, and being aware of political sensitivities when presenting issues and giving advice.

Part 5 Your skills, qualities & experience (cont)

Delivering Results

Delivering Results in DCMS is about organising your workload and prioritising as necessary, and focussing on achieving objectives rather than processes.

Personal Impact

Personal Impact in DCMS is about responding positively to change; taking responsibility for your own work, and establishing good working relationships with others.

Part 6 Why we should select you!

This is your opportunity to tell us why you think we should select you. Keep it brief and to the point but make sure you highlight any of your skills, experience or personal interests which are relevant and meet the requirements of the post as set out in the accompanying information pack.

Part 7 References

Please give the names and addresses of two referees. One must be either from your current or most recent employer, or a representative from your school, college or university. The other should be a personal reference. **References will only be taken up if you are successful at interview.**

	Employer/Educational	Personal
Name and address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>
Telephone number	<input type="text"/>	<input type="text"/>
Their position	<input type="text"/>	<input type="text"/>

All appointments are subject to receipt of references which we find to be satisfactory. We may wish to take up references from your other previous employers.

Dates when you would not be available for interview

Part 8 Declaration

I confirm to the best of my knowledge that the information given on this application form is true and correct and can be treated as part of any subsequent contract of employment.

Signed

Date

Please return the completed application form to:

Personnel & Central Services Division, DCMS, 2-4 Cockspur St, London SW1Y 5DH

How we use and collect information

The Department for Culture, Media and Sport (DCMS) collects information for purposes related to your application and potential employment.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We will not disclose information about you to anyone outside DCMS unless the law permits us to do.

DCMS is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you should contact the Recruitment Team on 020 7 211 2053.

Employment Monitoring Form

Section A – Your Details

Surname Forename: Title:

Date of Birth: Gender: Male Female

Where did you see this post advertised?

Section B - Disability

DCMS wishes to encourage suitably qualified people with disabilities to apply for jobs. All information will be treated in the strictest confidence.

Do you consider that you have a disability? YES NO

What is the nature of your disability?

Please give details of any special needs or requirements that you would need us to make if you are invited to interview:

Section C – National Identity and Ethnic Background

Which National Identity do you most identify with? Please tick one box only.

British or Mixed Race English Irish Scottish Welsh

Or any other
(specify if you wish)

Section D – Ethnic Background

Which Ethnic Background do you most identify with? Please tick one box only.

ASIAN
Bangladeshi Indian Pakistani Other Asian Background
(specify if you wish)

BLACK
African Caribbean Any other Black background
(specify if you wish)

CHINESE
Any Chinese background
(specify if you wish)

MIXED ETHNIC BACKGROUND

Asian & White Black African & White Black Caribbean & White

Any other mixed ethnic background
(specify if you wish)

WHITE: Any white background
(specify if you wish)

ANY OTHER ETHNIC BACKGROUND
(specify if you wish)

**APPLICATION FOR GUARANTEED INTERVIEW
ON MEETING THE MINIMUM CRITERIA**

The Department for Culture, Media and Sport is committed to the employment and career development of disabled people. DCMS has been accredited with the "Positive about Disability" Two Ticks symbol following an assessment by the Employment Service. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post as set out in the advertisement.

WHAT DO WE MEAN BY DISABILITY?

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.

IF YOU WISH YOUR APPLICATION TO BE HANDLED UNDER THIS PROCEDURE, PLEASE COMPLETE THE DECLARATION BELOW AND ATTACH THIS DOCUMENT TO YOUR EMPLOYMENT MONITORING FORM. PLEASE LET US KNOW IF THERE ARE ANY SPECIAL ARRANGEMENTS YOU NEED FOR YOUR INTERVIEW.

DECLARATION

I consider myself to have a disability as defined above and I would like my application to be processed on the basis that, should it meet the minimum criteria at the short-listing stage, I will be offered an interview.

Signature..... Date:.....

Name

Any false declaration of disability to obtain an interview may invalidate any subsequent contract of employment.

