

Important Guidelines for Completing the CV Application Form

Before starting to complete the application form please ensure that you have read all the associated documents that have been sent to you.

Please ensure that you complete this application form carefully, answering all the questions and giving as much information as possible. This will help us to ensure that your application receives full and fair consideration. Please include any details of your personal history that may affect your employment by DWP.

Please write clearly and use black ink as this form may be photocopied.

Sections 1, 2 & 3

You need to provide full, up-to-date information and complete all relevant sections.

Section 4

You should briefly describe any relevant work (or other e.g. voluntary, college, school) experience over the last 10 years, starting with your most recent. Continue onto an additional sheet if necessary.

Section 5

The job description will explain which competencies are required for the post you are applying. These could include technical competencies.

Competencies

We will be looking at your personal qualities, including your approach to work and the way you work with others. We will be looking for evidence of whether your example is clear, comprehensive and displays positive behaviours.

The job description will explain how many competencies and therefore examples you need to give evidence for and what those competencies are. Please note that you should limit your response for **each** competency to **250 words**.

Important Things to Remember

- that you can give examples from any aspect of your life. The examples do not need to be based on previous work experience. You can give examples based on your home life, social life, experiences in education, voluntary work or other areas of your life.
- talk specifically about things that you have done. When responding to the questions be sure to provide a **specific** example and be prepared to talk about this, detailing what **you** did and **how** you **achieved the outcome** you wanted to.

Examples of providing examples for a competency

The following examples set out good and bad responses to the competency 'Building Constructive Working Relationships'

Suitable example:

While working in a shop over Christmas, we had some new tills installed. My manager explained to me how to use them and I suggested that I could explain the process to the Christmas temporary staff to free the manager up for other work. This training was needed before the end of the day so that we could begin to use the new tills. Firstly, I ensured that I understood my manager's instructions, to do this I asked questions about the new tills, read the instructions and took some time to practise.

Once I was clear on how they worked, I was ready to explain to the temps. I decided to explain how they worked by demonstrating on one of the tills while they watched. That way they could see how the till actually worked. I also got each of the temps to practise using the tills for half an hour so that they completely understood. I invited them to ask any questions they had and listened to what they had to say. Additionally I wrote the instructions down and left them by the side of the tills so that they could be referred to easily, if needed. I asked my manager to check the instructions to ensure that they were clear and correct. Later, I asked for feedback from the temps on how they had found my instructions and training session and how they were getting on using the tills. They had found the opportunity to practise and the written instructions very useful.

Poor example:

I worked in a shop over Christmas and we had some new tills delivered. My manager asked us all to make sure we were trained on the new tills and told me to train the temporary staff.

We arranged a meeting to show the temps how to use the tills and the instructions were written down and placed next to the till. The temps were asked to practise on the tills before serving customers. In the end all staff could use the new tills confidently.

The above example is unsuitable as:

- It is not specific enough about what the **individual** did themselves; they relied on their manager and their personal involvement is therefore not demonstrated; and
- It does not provide enough details of **how** they went about achieving what they set out to do.

Technical Competencies

We may ask you to provide information about your technical competency/skills. Again, full details will be included in the job description which will set out the specific questions or areas that we need you to provide evidence against and a separate sheet will be included for you to complete.

This information will be used to evaluate your experience gained in the technical area described, the breadth and depth of your experience, the level of influence, the level and size of organisation, the frequency of the experience and how recently it was gained as well as how the experience matches the job description.

Examples of providing examples for a technical competency

To help you complete this section the following example illustrates a poor response versus a good response to a technical competency question. The evidence used for both responses to the question is the same. The main difference is the increased clarity of the good response that is important for marking your answers. The following is an example of a technical question that might be asked when recruiting a psychologist:

Q: What experience do you have in undertaking job analysis?

Good response:

A major aspect of my current role within rainbow engineering has been undertaking job analyses. I have done about 25 job analyses over the last two years, covering the major roles within the firm including engineering and production roles, technical and professional staff. My approach was to interview the current job holder and role manager, identify the major aspects of this role and identify a group of people ('experts') familiar with this role, usually internal customers, peers and technical experts. This group of 'experts' would then identify good and poor behaviour for each aspect of the role. Having collected this information I would present this as a job description and person specification to the role manager for agreement before delivery for the recruitment manager.

Inadequate response:

I have done many job analyses including project management, senior engineer, personnel officer, junior engineer, technical librarian and production line staff. These were within my current organisation undertaken over the last two years.

Section 6

Sickness Absence – You must provide the number of days that you have been absent from work due to sickness in the sections provided. You do not need to include any days that you may have been absent due to a disability or any pregnancy related illness. You may be asked to verify this information at a later date.

Section 7

Please sign and date the application form and return to the relevant address.

CV Application Form

Reference Number (For Office Use Only)

Equal Opportunities

The Department for Work and Pensions is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and valuing diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day to day working practice with all our customers, colleagues and partners.

SECTION 1: PERSONAL INFORMATION

Please state Job Title of the post you are applying for:

Name (CAPITALS please)

Surname (or family name)

First Name(s)

Surname at birth (if different from above)

National Insurance No

Address (CAPITALS please) Please inform us immediately of any changes

Address where you may be contacted

Postcode

Telephone number

Mobile Number

E-mail address

SECTION 2: AGE & NATIONALITY

To be eligible for employment with DWP you must be aged between 16 and 64. Also, as DWP is a government department, people have to meet certain legal nationality requirements to become an employee. Your application will be considered if you are one of the following:

- British National
- National of the European Economic Area (EEA)
- National of the European Union (EU)
- Citizen of the Republic of Ireland (Eire)
- Commonwealth Citizen and have permission to work in the country
- British Protected Person

If your nationality is not included in this list, please contact the name and number detailed in the application pack for further information **before completing this application form.**

Nationality at birth	
Present Nationality	
Have you ever possessed any other nationality or citizenship? If yes, please give details	YES <input type="checkbox"/> NO <input type="checkbox"/>
<hr/> <hr/>	
Are you subject to immigration control? If yes, please give details	YES <input type="checkbox"/> NO <input type="checkbox"/>
<hr/> <hr/>	
Are you free to remain and take up employment in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please note: If you are appointed, documentary evidence will be sought to confirm your answers	

SECTION 3: ADDITIONAL INFORMATION FOR DISABLED PEOPLE

DWP has a positive policy to endeavour to provide access, equipment or other practical support to ensure that disabled people compete on equal terms.

We are using the disability symbol because we recognise that disabled people have been disadvantaged and under-represented within the employment market.

As a disability symbol user, we guarantee a place in the Final Assessment Stage to anyone with a disability whose application form and selection tests meet the minimum criteria for the job they are applying for.

Please tick this box if you wish to be considered for these arrangements.

Are you eligible for WORKSTEP (Supported Employment Programme)? YES NO

(If unsure, the Disability Employment Advisor (DEA) at your local Jobcentre Plus Office will be able to advise you).

Important
If you have difficulty in completing this form because of your disability, please contact the name and number detailed in the information pack where help can be provided.

SECTION 4: CAREER HISTORY

Please list any relevant work (or other e.g. voluntary) experience over the last 10 years. Start with the most recent and you should include a brief description of your role. Continue onto an additional sheet if necessary.

Dates	Organisation	Title & Tasks

SECTION 6: SICKNESS ABSENCE

In the following boxes, please provide:

- the number of days absence from work, school, college etc. due to sickness in the **last 2 years** (up to today's date); and
- the reason(s) for your absence.

NB: You should exclude any days for absences related to a disability (as covered by the DDA) or any pregnancy related illnesses.

Year 1	Year 2
No of days: _____	No of days: _____
Reasons for absence: _____ _____	Reasons for absence: _____ _____

SECTION 7: APPLICANT'S DECLARATION

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be subject to disciplinary action if I have given false information or withheld relevant details.	
Signed _____	Date _____

CRIMINAL RECORDS CHECK

Please Note: When applying for a sensitive post within DWP, you may be subject to criminal records checks. If you are appointed to a sensitive post, we will seek your authorisation to undertake the check prior to your appointment.

Data Protection Act (1998)

The Department for Work and Pensions (DWP) 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 DWP unless the law permits us to.

The information provided by you in this application and the supporting documentation will be used by the panel to consider your suitability for the panel or post. If you are successful, this information will become part of your employment record. If you are unsuccessful, some data will be used for monitoring purposes and will be destroyed after 12 months.

DWP is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you should contact the Personnel Unit concerned.