

Monitoring and supporting information form

**You are required to fully complete this form as part of your application, and submit it with your Supporting letter/ statement and CV.**

**For our privacy notice and how we use your information, please see Annex A.**

**We thank you in advance for your support.**

What is your name, including title?

What role are you applying for?

Date:

This form is made up of six sections:

Section A - Diversity

Section B - Significant Political Activity, Conflicts, Standards in Public Life and Disqualification

Section C - Reasonable Adjustments

Section D - Disability Confident

Section E - Professional referees

Annex A – Privacy notice and how we use your information

# Section A – Diversity

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve, and this is an important part of the Government’s levelling up agenda. To support this we need your help in filling out this section. The information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select "prefer not to say" if you would rather not answer any question.

**What is your sex?**

[ ]  Male

[ ]  Female

[ ]  I prefer not to say

Is the gender you identify with the same as your sex registered at birth?

[ ]  Yes

[ ]  No

[ ]  I prefer not to say

What is your gender if it is not the same as your sex registered at birth?

**Disability**

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

More information on disability can be found on the public appointments website - https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/

[ ]  Yes

[ ]  No

[ ]  I prefer not to say

If you have answered yes to any physical or mental health conditions or illnesses lasting or expected to last 12 months or more, does your condition or illness/do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

[ ]  Yes, a lot

[ ]  Yes, a little

[ ]  No

[ ]  I prefer not to say

Do any of these conditions or illnesses affect you in any of the following areas?

[ ]  Vision (for example blindness or partial sight)

[ ]  Hearing (for example deafness or partial hearing)

[ ]  Mobility (for example walking short distances or climbing stairs)

[ ]  Dexterity (for example lifting and carrying objects, using a keyboard)

[ ]  Learning or understanding or concentrating

[ ]  Memory

[ ]  Mental health

[ ]  Stamina or breathing or fatigue

[ ]  Socially or behaviourally (for example associated with autism spectrum disorder (ASD) which includes Asperger’s, or attention deficit hyperactivity disorder (ADHA))

[ ]  I prefer not to say

**Ethnicity**

Please choose one of the following options that most accurately describes your ethnic group or background.

White

[ ]  English/Welsh/Scottish/Northern Irish/British

[ ]  Irish

[ ]  Gypsy or Irish Traveller

[ ]  Any other White background, please describe:

Mixed/multiple ethnic groups

[ ]  White and Black Caribbean

[ ]  White and Black African

[ ]  White and Asian

[ ]  Any other Mixed/Multiple ethnic background, please describe:

Asian / Asian British

[ ]  Indian

[ ]  Pakistani

[ ]  Bangladeshi

[ ]  Chinese

[ ]  Any other Asian background, please describe:

Black African/Caribbean/Black British

[ ]  African

[ ]  Caribbean

[ ]  Any other Black/African/Caribbean background, please describe:

Arab ethnic group

[ ]  Arab

Other ethnic group

[ ]  Other ethnic group, please describe:

[ ]  I prefer not to say

**Age**

What was your age group at your last birthday?

[ ]  16 to 24

[ ]  25 to 34

[ ]  35 to 44

[ ]  45 to 54

[ ]  55 to 64

[ ]  65 to 74

[ ]  75 to 84

[ ]  85 and over

[ ]  I prefer not to say

**Sexual orientation**

[ ]  Gay or lesbian

[ ]  Straight/ Heterosexual

[ ]  Other, please specify:

[ ]  I prefer not to say

**Religion or belief**

[ ]  Buddhist

[ ]  Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Sikh

[ ]  Other, please specify:

[ ]  No religion

[ ]  I prefer not to say

**Main residence**

Which region does your main residence fall within?

[ ]  North East

[ ]  North West

[ ]  Yorkshire and Humberside

[ ]  East Midlands

[ ]  West Midlands

[ ]  East

[ ]  London

[ ]  South East

[ ]  South West

[ ]  Wales

[ ]  Scotland

[ ]  Northern Ireland

[ ]  I prefer not to say

[ ]  Other, please specify:

**Professional background**

Please tick the occupational sector box that best describes your main employment, if any:

[ ]  Mostly Civil Service

[ ]  Mostly Private Sector

[ ]  Mostly Third Sector

[ ]  Mostly wider Public Sector

[ ]  Mixed

[ ]  Other, please specify:

[ ]  I prefer not to say

**Other public appointments held**

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It does not include sitting as a school governor or any positions within charities.

How many other public appointments do you currently hold?

[ ]  0

[ ]  1

[ ]  2

[ ]  3

[ ]  4

[ ]  5 - 9

[ ]  10 or more

[ ]  I prefer not to say

**Socio-economic background**

What type of school did you mainly attend between the ages of 11 and 16?

[ ]  State-run or state-funded school - selective on academic, faith or other grounds

[ ]  State-run or state-funded school - non-selective

[ ]  Independent or fee-paying school - bursary

[ ]  Independent or fee-paying school - no bursary

[ ]  Attended school outside the UK

[ ]  Don't know

[ ]  Prefer not to say

[ ]  Other (please specify):

# Section B - Significant Political Activity, Conflicts, Standards in Public Life and Disqualification

It is important that those assessing your application are assured that you are not disqualified from appointment for the role for which you have applied, or have unmanageable conflicts of interests, and you can meet the required standards for holding public office.

**Significant political activity**

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party’s reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

[ ]  Yes

[ ]  No

If yes, please indicate for which party/parties:

**Conflicts of interest**

Do you or a party related to you have any interests that might be relevant to the role to which you are applying and which could lead to a real or perceived conflict of interest should you be appointed?

[ ]  Yes

[ ]  No

If yes, please provide details.

If you were to be offered the role to which you are applying, would you be willing to relinquish any interest (for example, standing down from a role you currently hold) if it was considered to be an unmanageable conflict?

[ ]  Yes

[ ]  No

**Standards in public life and ensuring public confidence**

Are there are any issues in your personal or professional history (including any criminal convictions or bankruptcy), or public statements you have made, including through social media, that could if you were appointed be misconstrued, cause embarrassment to Ministers or to the body to which you would be appointed, or cause public confidence in the appointment to be jeopardised?

[ ]  Yes

[ ]  No

If yes, please provide details.

**Do you publish on any social media platforms that can be viewed by the general public?**

**Twitter**

[ ]  Yes

[ ]  No

**LinkedIn**

[ ]  Yes

[ ]  No

If yes, please provide the name of your twitter handle/username and LinkedIn profile name and links.

Do you publish on any other social media platforms that can be viewed by the general public?

[ ]  Yes

[ ]  No

If so, please declare.

**Disqualification from appointment**

Are you currently disqualified from appointment?

[ ]  Yes

[ ]  No

If yes, please provide details.

If yes, and if you are currently disqualified due to another role/s you hold, would you be willing to stand down from your other role/s in order to take up the appointment?

[ ]  Yes

[ ]  No

**Due diligence**

Due diligence will be carried out as part of the application process. As well as checks made regarding the above, searches will be carried out via internet search engines and any public social media accounts.

**Section C - Reasonable Adjustments**

We want to ensure our recruitment process is as accessible as possible so that no one is deterred from applying and candidates have a fair and equal chance to prove themselves. If you do or may need reasonable adjustments to be made to support you in your application, and you tell us what support you need, we can then aim to provide you with that support.

If as a result of a disability, an injury or other physical or mental health condition, you require support to make an application and/or adjustments to the application process to be made, we will aim to do whatever we reasonably can to accommodate your request.

Please tick the appropriate box:

☐ I **do not** require any reasonable adjustments to be made to support my application

☐ I **do** require reasonable adjustments to be made to support my application.

If you do require reasonable adjustments, please provide a brief description of your requirements and the best form of communication for us to contact you in case we require further detail.

**Section D – Disability Confident**

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**The Department for Transport values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people**. As part of the Disability Confident scheme, we guarantee an interview to anyone with a disability whose application **meets the essential criteria** for the post.

In order to guarantee an interview to all disabled candidates (as defined by the Equality Act 2010) who satisfy all the essential criteria for the role and wish to be considered under the Disability Confident Scheme, we need candidates to declare a disability and that they wish to be considered under the Scheme.

**What do we mean by a disability?**

To be eligible for consideration under the Scheme, 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.

You do not have to be registered as a disabled person to apply under this scheme.

If you consider yourself to have a disability, do you wish to apply under the Disability Confident Scheme?

[ ]  I **do not**

[ ]  I **do**

Whether you apply under the scheme or not, if you are invited for interview, we will contact you again to discuss if there are any adjustments you require in preparation for, or for attendance at your interview.

**Section E – Professional referees**

Please provide the names and contact details for two referees. These must be people who know you in a professional capacity to comment on your suitability for the role. They will be expected to have authoritative and personal knowledge of your experience and achievements. By providing these details you agree to us contacting referees, should your application be taken forward. The information provided in will be made available to the panel if you are called for interview.

|  |  |
| --- | --- |
| **Referee 1**  | **Referee 2** |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Email: |  | Email: |  |
| Phone: |  | Phone: |  |
| In what capacity do you know them? | In what capacity do you know them? |
|  |  |

Thank you for taking the time to complete this important document.

Department for Transport Public Appointments Team

DfTPublicAppointments@dft.gov.uk

**Annex A**

**Privacy notice**

The Department for Transport (DfT) is the joint controller, with the Cabinet Office and The Office of the Commissioner for Public Appointments (OCPA), for any personal data which you provide to us in this form.

Information provided as part of this application will be kept securely within DfT and destroyed within 5 years of the conclusion of the recruitment campaign.

DfT uses this form to gather evidence on DfT’s public appointments.

The lawful basis that applies to this processing is that it is necessary for the performance of a task carried out in the public interest to inform DfT’s recruitment policies in accordance with the Department’s public sector equality duties. For processing special category personal data (disability, religion, sexual orientation and ethnicity), we rely on Article 9(2)(g), reasons of substantial public interest (equality of opportunity and treatment).

**Section A - Diversity information**

Your responses to questions regarding your gender, if you are disabled, your ethnic group, sexual orientation, your religion or belief, your age, principle residence and professional and socio-economic background will **never** be made available to the panel considering your application.

Public appointments are made by Ministers, after a fair and open process, based on merit in accordance with the Cabinet Office Governance Code and the Public Appointments Order in Council. By providing the diversity monitoring information you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998. This diversity information is also collected on behalf of the Cabinet Office OCPA. This data will not be connected to your name when it is shared, it is supplied anonymously.

OCPA collects diversity information in order to produce management information about the public appointments process, and the diversity of the field of applicants. It will be published in OCPA’s annual report and website, in aggregated form. This data is collected and held on the basis that you consented to provide this information to departments alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose.

This data may be held for up to 3 years by OCPA and up to 5 years by the Cabinet Office and the Government Department, who are all joint controllers of the data. This data is shared with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.

**Section B - Significant Political Activity, Conflicts, Standards in Public Life and Disqualification**

Only the information provided in section B will be made available to the panel if you are called for interview. In line with the Governance Code for Public Appointments and the Code of Conduct for Board Members of Public Bodies, we may also need to consult with Cabinet Office for advice on matters related to disqualification, conflicts of interest or standards in public life.

**Section C - Reasonable Adjustments**

Information you provide on any reasonable adjustments you require will not be shared outside of the Department, with two potential exceptions. Firstly, subject to the adjustment/s you require, members of the Advisory Assessment Panel may need to be briefed on how an element of the assessment process needs to be adjusted for you e.g. if an interview is to be handled differently.

On occasions, a third party may be commissioned to support you in for example, attending an interview. The third party is not permitted to use your data for any other purposes or retain your data beyond the lifetime of the recruitment process.

**Section D - Disability Confident**

If you have applied through the Scheme, we do not share this information with the Advisory Assessment Panel until after the shortlisting has concluded. Following shortlisting, if you have met all the essential criteria for appointment you will be offered an interview. The Panel will be informed of this. If you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback. If you are shortlisted for interview, we may also need to make the panel aware of any particular assistance that is to be put in place for interviews, depending on its nature, and likewise with a third party who we may commission to support you, for example, a speech facilitator. The third party is not permitted to use your data for any purposes or retain your data beyond the lifetime of the recruitment process.

**Section E - Professional referees**

By providing these details you agree to us contacting referees, should your application be taken forward. The information provided in will be made available to the panel if you are called for interview.

**Privacy policy**

DfT’s privacy policy has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer. You can view it at <https://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter>.

To receive this information by telephone or post, contact us on 0300 330 3000 or write to Data Protection Officer, Department for Transport, 3rd Floor, One Priory Square, Hastings, East Sussex, TN34 1EA.