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|  **COPFS EXTERNAL**  |

**PART A: PERSONAL INFORMATION**

This Part relates to personal information about you. This is for HR purposes and with the exception of Section 2 below, the selection panel for sift will not have access to any information contained in Part A. At interview, the selection panel will be given your name only from this section.

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| **Post Applied for** |
| **To be completed** |
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1. **Personal Details**

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| --- | --- | --- |
| **Title** | **Forename(s)**(underline the name you are known by) | **Surname** |
| **To be completed** | **To be completed** | **To be completed** |
| **Former Surname** (if any) |
| **To be completed** |

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| **Address for Correspondence** | **To be completed** |
| **Telephone No.** (include STD code) | **To be completed** |
| **Mobile No.** | **To be completed** |
| **Email Address** | **To be completed***\*Please note this is the email address that will be used to communicate with you during the recruitment process* |
| **Permanent Address**(If different from above) | **To be completed** |
| **Permanent Telephone No.**(If different from above) | **To be completed** |

1. **Unavailable Dates for Interview**

Please detail dates on which you would NOT be available for assessment/interview.

Where possible, these dates will be avoided.

To be completed

1. **Notice Period**

If appointed, how much notice would you require before taking up appointment?

To be completed

1. **Source of Advert**

Where did you **originally** see the advert or hear of this post?

 COPFS Website [ ]

 S1 Jobs [ ]

 Civil Service Jobs [ ]

 LinkedIn [ ]

 Word of Mouth [ ]

 Other [ ]  Please specify - To be completed

1. **Right to Work in the Civil Service**

COPFS is part of the Civil Service and requires applicants to meet certain nationality criteria to be eligible for employment. In summary only nationals from the following countries are generally eligible for employment in the civil service

* The United Kingdom (and British protected persons)
* The Republic of Ireland
* The Commonwealth
* The European Economic Area (EEA)
* Switzerland

Applicants should consider the more detailed guidance on nationality requirements which can be found on the civil service website to ensure that they meet the nationality requirements: <https://www.gov.uk/government/publications/nationality-rules>

Please answer the following questions to indicate eligibility to work for COPFS. If you are invited to interview, you will be required to show documentation confirming your right to work for COPFS.

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| --- | --- |
| Nationality at Birth  | To be completed |
| Present Nationality | To be completed |
| Have you ever possessed any other nationality or citizenship? | To be completed |
| If 'Yes', please specify | To be completed |
| Are you subject to immigration control? | To be completed |
| If 'Yes', please specify | To be completed |
| Are there any restrictions on your continued residence or employment in the United Kingdom? (Please indicate if you have a temporary residency/work permit) | To be completed |
| If 'Yes', please specify | To be completed |
| Are you lawfully resident in the United Kingdom? | To be completed |
| Are you free to remain and take up Civil Service employment in the United Kingdom? | To be completed |

1. **Character Enquiry**

COPFS has exemptions from the conditions of the Rehabilitation of Offenders Act 1974 and before you can be regarded as qualified for appointment COPFS must be satisfied about your character.

If you give any information which you know is false or if you withhold any relevant information, this may lead to your application being rejected, or if you have already been appointed, to your dismissal.

You must tell us immediately if you are charged with an offence after you complete this form and before take up of any job offered as a result of your application. Answering yes to any of the questions below will not necessarily prevent you from being appointed as each case is considered on its merits.

If you answer ‘Yes’ to any of the questions below, please give full details in the space provided.

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|  | **Response** | **Details (if answered yes)** |
| Have you any unspent convictions (including fixed penalty fines and road traffic offences) or any conditional cautions in any court either in the UK or abroad?  (Please note that the reference to “conviction” includes being put on probation and being conditionally discharged). | Yes [ ] No [ ]  | If yes, please give details of the date(s) and the nature of the offence(s) and the sentence(s) passed |
| Have you any spent convictions, or cautions, which are not “protected” or otherwise excluded, as set out in the Rehabilitation of Offenders (Exclusions & Exceptions) (Scotland) Order 2013 (as amended)? (Please note that the reference to “conviction” includes being put on probation and being conditionally discharged). | Yes [ ] No [ ]  | If yes, please give details of the date(s) and the nature of the offence(s) and the sentences(s) passed |
| Are you at present the subject of criminal charges?  | Yes [ ] No [ ]  | If yes, please give details of the date(s) and the nature of the offence(s) and the sentences(s) passed |
| Are you insolvent? | Yes [ ] No [ ]  | If yes, please give details To be completed |
| Is a receiving order in effect on your property? | Yes [ ] No [ ]  | If yes, please give details To be completed |
| Are you an undischarged bankrupt? | Yes [ ] No [ ]  | If yes, please give details of the date of the proceedings and the place at which they were held.To be completed |

1. **Professional Bodies**

Are there any pending complaints against you, or past complaints that have been upheld by any professional body of which you are, or have been, a member?

Yes [ ]  No [ ]

If yes, please give details: To be completed

1. **Declaration of Pre-Existing Relationship**

To ensure a fair recruitment process is followed, please state if you are related to or have a pre-existing relationship with any employee of the Crown Office and Procurator Fiscal Service. For example, this includes any family relationship or where a relationship exists out with the workplace.

Yes [ ]  No [ ]

If yes, please state the name, position and relationship: To be completed

1. **Declaration of Secondary Employment, Conflicts of Interest and Political Activity**

As a COPFS employee you must not put yourself in a position where your official duties conflict with any secondary employment and/or private interests and you cannot make use of your official position to further those interests. You must seek permission from COPFS that you can continue with either of these activities to ensure that there is no conflict.

Please confirm any secondary employment you have and any interests that may present a conflict of interest with the work of COPFS.

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| --- | --- |
| **Secondary Employment** | **Other Interests** |
| To be completed | To be completed |
| To be completed | To be completed |

All appointees to the Civil Service must be able to comply with the Civil Service Code requirements of honesty, integrity, objectivity and impartiality. In order to meet with the requirements of objectivity and impartiality, we are required to ascertain if a candidate has previously, or are currently, engaged in political activity.

In regards to political activity, the Civil Service is divided into 3 categories:

* 1. politically free;
	2. intermediate group and must make individual application for permission to take part in national or local political activities; and
	3. politically restricted group and is not permitted to engage in local and national political activities.

COPFS employees may fall within either the politically free or intermediate group dependent on their role. For those within the intermediate group, employees must make individual applications for permission to take part in national or local political activities.

Please confirm if you have previously or are currently engaged in any political activities.

* To be completed
1. **3 Year Employment/ Academic History Verification**

In order to obtain appointment to the UK Civil Service, a verification of your last 3 year employment and/or academic history must be undertaken.

Please note below all employment and academic study you have undertaken in the last 3 years, including your current employer/study. You must also detail any periods of unemployment.

If you have had a period of self-employment, evidence will be required from an official source that business was properly conducted and terminated satisfactorily (e.g. from HMRC, bankers, accountant, solicitors, trade or client references, etc.).

Please note that this section will not be used to assess you at sift or interview, however will form part of the COPFS standard pre-employment checks.

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| --- | --- | --- | --- |
| **Employer Name/Position** ***or*****Academic Institution** | **Contact address, email and telephone number****(email address is preferred)** | **Dates employed / attended**  | **Reason for leaving** |
| To be completed | To be completed | To be completed | To be completed |
| To be completed | To be completed | To be completed | To be completed |
| To be completed | To be completed | To be completed | To be completed |
| To be completed | To be completed | To be completed | To be completed |
| To be completed | To be completed | To be completed | To be completed |

Please confirm if you have had any gaps in employment or academic history in the last three years below:

|  |  |
| --- | --- |
| **Dates**  | **Reason for gap** |
| To be completed | To be completed |
| To be completed | To be completed |
| To be completed | To be completed |

*Permission to Approach*

I confirm that, if successful in my application and I accept the conditional offer, COPFS are free to approach the above to confirm my three years employment/ academic history. If you select No, COPFS will contact you prior to approaching any of the above.

Yes [ ]  No [ ]

1. **Disability Confident Employer**

COPFS participates in the Disability Confident Scheme as awarded by Job Centre Plus.

Under this scheme all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview.

The [Equality Act 2010](https://www.gov.uk/definition-of-disability-under-equality-act-2010) defines a disability as a physical or mental impairment which has a substantial & long term adverse effect on a person’s ability to carry out normal day-to-day activities. Further guidance in relation to the meaning of disability is accessible on the [official UK guide to disabled rights and services in the UK](http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/index.htm?cids=MSN_PPC&cre=Disability) ([www.directgov.uk](http://www.directgov.uk)).

Do you consider yourself to be disabled in terms of the Equality Act 2010?

Yes [ ]  No [ ]

For the purposes of the scheme, the minimum criteria to quality for interview requires adequate demonstration of the relevant competences and to meet the essential criteria.

*Reasonable Adjustments*

COPFS will make reasonable adjustments within the recruitment process, where appropriate. If you have a disability, please confirm any adjustments you would like to be considered by the selection panel, both in terms of assessing your application as part of the sift and if you are invited to interview.

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| To be completed |

**ANNEX 1: EQUAL OPPORTUNITIES MONITORING FORM**

All candidates must complete this form, however where you would prefer not to answer a particular question, you can tick the relevant box in order to indicate this.

Data gathered will be used to enable the Crown Office and Procurator Fiscal Service (COPFS) to review and report on the effectiveness of its equal opportunities policies. **This will not form part of the selection for the post and will be removed from your application before being passed to the assessment board**.

If you successfully gain employment with COPFS then this will form part of your personnel file.

For each question on this form, you should only tick one box.

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| **1.**  | **Please complete** |
| **Date of Birth** | What is your date of birth? DD/MM/YYWhat is your age: To be completed[ ]  I prefer not to answer this question  |

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| **2.** | **Please complete** |
| **Marital / Civil Partnership Status** | [ ]  Married / in a Civil Partnership[ ]  Divorced / Dissolved Civil Partnership[ ]  Separated (Marriage / Civil Partnership)[ ]  Single [ ]  Widowed / Bereaved Civil Partner[ ]  I prefer not to answer this question |

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| **3.** | **Please complete** |
| **Gender** | [ ]  Female [ ]  Male [ ]  I prefer not to answer this question |

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| **4.** | **Please complete** |
| **Nationality** | [ ]  Scottish[ ]  English[ ]  Welsh[ ]  Northern Irish[ ]  British[ ]  Irish[ ]  Polish[ ]  Other – please state[ ]  I prefer not to answer this question |

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| **5.** | **Please complete** |
| **Ethnic Group** | **A White**[ ]  Scottish[ ]  Other British[ ]  Irish[ ]  Gypsy/Traveller[ ]  Polish[ ]  Other – please state |
| **B Mixed or multiple ethnic groups**[ ]  Any mixed or multiple ethnic groups, please state: |
| **C Asian, Asian Scottish or Asian British**[ ]  Pakistani, Pakistani Scottish or Pakistani British[ ]  Indian, Indian Scottish or Indian British[ ]  Bangladeshi, Bangladeshi Scottish or Bangladeshi British [ ]  Chinese, Chinese Scottish or Chinese British [ ]  Other - please state:­­­­­­­­­­­­­­­­ |
| **D African**[ ]  African, African Scottish or African British[ ]  Other, please state: |
| **E Caribbean or Black**[ ]  Caribbean, Caribbean Scottish or Caribbean British[ ]  Black, Black Scottish or Black British[ ]  Other - please state: |
| **F Other ethnic group**[ ]  Arab, Arab Scottish or Arab British[ ]  Other - please state: |
|  | **G I prefer not to answer this question**[ ]  I prefer not to answer this question |

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| **6.** | **If data incorrect or not held please tick one box** |
| **Belief/Religion** | [ ]  None[ ]  Church of Scotland[ ]  Roman Catholic[ ]  Other Christian[ ]  Muslim[ ]  Buddhist[ ]  Sikh[ ]  Jewish[ ]  Hindu[ ]  Pagan[ ]  Other – Please specify[ ]  I prefer not to answer this question |

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| **7.** | **Please complete** |
| **Dependents** **Do you care for someone who depends on you for help to deal with difficulties or emergencies?** | [ ]  No – I have no dependents[ ]  Yes – tick all that apply:[ ]  Child[ ]  Parent[ ]  Partner / Husband / Wife[ ]  Other - please state:[ ]  I prefer not to answer this question |

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| **8.** | **If data incorrect or not held please tick one box** |
| **Sexual Orientation****Which of the following best describes how you think of yourself?** | [ ]  Heterosexual / Straight[ ]  Gay / Lesbian[ ]  Bisexual [ ]  Other - Please specify­­­­­­­­­­­­­­­­­­­­­­­[ ]  I prefer not to answer this question |

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| **9.** | **Please complete** |
| **Do you consider yourself to be disabled?** | [ ]  Yes [ ]  No [ ]  I prefer not to answer this question |
| **If yes, do you wish HR to contact you about any reasonable adjustments you may need made at work?** | [ ]  Yes[ ]  No  |
| **Do you have any of the following conditions which have lasted, or are expected to last, at least 12 months?** | Tick all that apply:[ ]  Deafness or partial hearing loss[ ]  Blindness or partial sight loss[ ]  Learning disability (for example, Down’s Syndrome)[ ]  Learning difficulty (for example, dyslexia)[ ]  Developmental disorder (for example, Autistic Spectrum Disorder or Asperger’s Syndrome)[ ]  Physical disability[ ]  Mental health condition[ ]  Long term illness, disease or condition[ ]  Other condition - Please specify |