Applicant Cover Sheet

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| --- | --- |
| For HR office use only | |
| Job title: | Campaign reference number: |
| Form number: | Date form received: |

# Your details

(If typing, use font size 10 or larger, or write in CAPITAL letters please.)

Please inform us immediately of any changes. There is no text limit in the boxes below.

|  |  |
| --- | --- |
| Post applied for: |  |
| Title: |  |
| First name(s): |  |
| Surname or family name: |  |
| National Insurance number: |  |
| Email address (advise if we may NOT use this to contact you about this job): |  |
| Availability for interview: (please state if **not** able to interview as per dates in candidate info pack) |  |

# Employment enquiries

Please fill in this section to show us what you have been doing and what you consider to be most relevant to support your application. Please include any part-time and unpaid or voluntary work you may have done.

|  |  |
| --- | --- |
| Are you currently employed? | Yes/No |
| If you are employed, are you a Civil Servant? | Yes/No |
| Have you ever been a candidate or appointed to a post in the Civil Service? | Yes/No |
| Do you have any other applications for a Civil Service post currently under consideration? | Yes/No |
| Have you ever received a payment for severance or early retirement from the Civil Service? | Yes/No |

# Nationality and immigration

The people we employ have to meet certain nationality requirements. The following questions will help us establish your eligibility. If you are recommended for appointment, we will ask to see documentary evidence to confirm your answers.

|  |  |
| --- | --- |
| Present nationality: |  |
| Nationality at birth: |  |
| Have you ever possessed any other nationality or citizenship? | Yes/No |
| If you ticked yes, please specify: |  |
| Are you subject to immigration control? | Yes/No |
| If you ticked yes, please specify: |  |
| Are you free to remain and to take up employment in the UK? If not UK citizen, please specify visa type. | Yes/No |

# Salary Information

|  |  |
| --- | --- |
| Current Salary: |  |
| Salary Expectation: |  |

# Declaration

I declare that all the information I have given on my CV and in this supplementary 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 dismissed if I have given false information or withheld relevant details.

Data Protection Statement

I understand that any personal data supplied on this form will be used solely for the purposes of recruitment and selection only. I understand that if successful my personal data will form part of my employee record and will be held within Ofwat’s SharePoint Electronic Document Management System (EDRMS) and HR system iTrent and will be retained in accordance with Ofwat’s retention and disposal policy.

If I am unsuccessful **I would like/would not like (delete as applicable)** Ofwat to retain this information for future consideration of similar vacancies. I understand this information will be reviewed annually. I will inform Ofwat if I no longer wish my personal data to be held for this purpose.

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Signature: |  | Date: |

# Advertising monitoring

To help us monitor the effectiveness of our recruitment advertising please tell us where you saw the job advert.

|  |  |  |  |
| --- | --- | --- | --- |
| Media type: | Newspaper  Website  Radio  JobCentre  Agency  Other | Media name: | Civil service jobs  Ofwat  JobCentre Plus  Birmingham Post  Evening Mail  The Guardian  Utility Week  Agency  Other |

**Privacy Statement**

Ofwat will only use the information you have provided for the purpose of employment services including recruitment and selection and will process it as set out in Ofwat’s privacy policy which is available here: <https://www.ofwat.gov.uk/publication/privacy-policy/>.