STRICTLY CONFIDENTIAL

# Candidate summary and monitoring Form

Please complete these forms, and send with your application to:

|  |
| --- |
| POSITION APPLIED FOR**Independent Member of the Audit and Risk Committee , Office of Rail and Road** |
| SURNAME | FIRST NAME | INITIAL(S) | TITLE |
| ADDRESS FOR CORRESPONDENCE |
| CONTACT TELEPHONE NUMBER(S) | EMAIL ADDRESS |
| LATEST EMPLOYER (ORGANISATION) | LATEST JOB TITLE | SALARY  |

|  |
| --- |
| **REFERENCES**Please give below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your achievements / competencies. Referees will be approached only if you are invited for interview.  |
| **Referee 1**Name: In what capacity, and over what period of time, has this individual known you?Phone: Email address:------------------------------------------------------------------------------------------------------- **Referee 2**Name: In what capacity, and over what period of time, has this individual known you?Phone: Email address: |

# Additional Information

This section is for you to note any additional information, including any Ministerial and/or public appointments you currently hold.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer or Organisation** | **Title / Positions Held** | **Details (Including Nature of Work and Time Commitment)** | **Dates** **From and To** |
|  |  |  |  |

# Register of Interest Form

Please register any links and relationships with organisations, individuals or bodies that may give rise to a **potential conflict of interest.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company/Name of Individual**  | **Role/Position held/Relationship (delete as appropriate)** | **Possible Links to Government Departments** | **Date Joined** | **Date Left** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I certify that the information included within this register is, to the best of my knowledge and belief, true, accurate and complete.

Signed: Date:

# Political Activity Question

It is important that all public appointees uphold the standards of conduct set out in the Committee on Standards in Public Life’s Seven Principles of Public life can meet these standards and have no conflicts of interest that would call into question their ability to perform this role.

Political activity is no bar to appointment. This information is for monitoring purposes only. **All** applicants for a public appointment should complete the question below.

**Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the party or body for which you have been active. If you have been, or are, an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.**

|  |  |
| --- | --- |
| Obtained office as a Local Councillor, District Councillor, MP, MEP, MLA etc. |  |
| Stood as a candidate for one of the above offices |  |
| Spoken on behalf of a party or candidate |  |
| Acted as a political agent |  |
| Held office such as Chair, Treasurer, or Secretary of a local branch of a party |  |
| Canvassed on behalf of a party or helped at elections |  |
| Undertaken any other political activity which you consider relevant |  |
| Made a recordable donation to a political party\* |  |
| None of the activities above apply |  |

*Name of Party for which activity undertaken*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Conservative |  |  |  | Liberal Democrats |  |  |
| Labour |  |  |  | Independent |  |  |
| Other |  |  |  | Please specify |  |

Details of involvement:

|  |
| --- |
|  |

*\* The Political parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling £5000 in any calendar year, or more than £1000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from 16 February 2001.*

# Personal Consent

Please put your name in and sign the box below to acknowledge that you have read and understood the declaration of personal consent.

I declare that the information given in this application form is complete and correct. I understand that if any of the information provided in this form is untrue I may be removed from office. I certify that I will immediately inform the department of any changes in circumstances that affect the answers I have given.

This information will be handled in line with the Data Protection Act 1998 and will be used solely for the purposes of assessing suitability for this role.

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

# DIVERSITY MONITORING FORM

All Government Departments aim to provide fair and equal access to public appointments. Questions on ethnic origin, gender/age and disability will help the Department to monitor the effectiveness of its strategy through information from those applying for and obtaining appointments.

**This form will not be seen by the selection panel.** Your answers will be treated confidentially and will not affect your application in any way.

Alternatively, the form can be returned uncompleted if you do not wish to have these details recorded.

|  |  |  |  |
| --- | --- | --- | --- |
| These categories are not about nationality, place of birth or citizenship. They relate to broad ethnic group categories as recommended by the EHRC. When you have read them all please tick the box that most accurately describes you. | Asian or Asian British; | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Other |  |
| Black or Black British; | Caribbean |  |
| African |  |
| Other |  |
| Chinese or Other ethnic group | Chinese |  |
| Other |  |
| Mixed; | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Other |  |
| White; | British |  |
| English |  |
| Welsh |  |
| Irish |  |
| Any other white background |  |
| Other Ethnic Origin (please describe) |  |

# Disability

Definition: Any physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you consider yourself disabled? |  |  | Yes |  |  | No |

**Gender**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Female |  | Male  |  |  | Non bindery |

**Age**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 16 – 24 |  |  | 25 – 29 |  |  | 30 – 34 |  |  | 35 – 39 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 40 – 44 |  |  | 45 – 49 |  |  | 50 – 54 |  |  | 55 – 59 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 60 – 64 |  |  | 65+ |  |  |  |  |  |  |