




## Civil Service Application Guide

This step-by-step guide divides the application form into sections which are shown in the blue box. The bullet points below indicate how to complete the form, please use the Application Form on the advert to apply for the placement.

Key to symbols:

- Compulsory fields are marked with a red triangle ▲
- A green circle indicates a dropdown menu for you to choose a response from 

If you have any questions or would like more advice on completing the application form please email [aexcv@ambitiousaboutautism.org.uk](mailto:aexcv@ambitiousaboutautism.org.uk) with the subject line CS 1:1 support.

 <span style="font-size: 1.2em; font-weight: bold;">Civil Service</span>		 <span style="font-weight: bold;">Ambitious about Autism</span>		
Application form				
<b>Personal Information</b>				
Title ▲		N.I. Number ▲		
Surname ▲		Date of Birth ▲		
Forename ▲				
2 <sup>nd</sup> Forename		Preferred method of contact ▲ (place 'x')	Phone	Email
Other Names			Text	Other
Place of Birth ▲				

- If you have a 2<sup>nd</sup> Forename or other name fill it in, if you do not then leave the space blank
- Put an X next to your preferred method of contact

Medical Diagnosis ▲	
Please describe any adjustments that would be helpful for you to access a work placement ▲	
<u>Additional Difficulty/Disability</u>	

- If you would like to share any additional difficulties/disabilities please fill in this section, but if you do not want to share you do not have to

<b>Equality Monitoring</b> (These questions are optional and will have no bearing on your selection – please leave blank if you do not wish to disclose)	
Ethnicity <b>Choose an item.</b>	Gender <b>Choose an item.</b>
Socio-economic background – <i>what was the occupation of your main household earner when you were aged about 14?</i> <b>Choose an item.</b>	

- This section is all optional
- If you wish to fill it in you choose an item via a drop down box and the arrow will appear if you hover over the text shown in the green circles

<b>Permanent Address</b>	<b>Correspondence Address</b> (if different from permanent address)
Address ▲	Address
Town ▲	Town
County ▲	County
Post Code ▲	Post Code
Country ▲	Country

- Only fill in a correspondence address if this is different to your permanent address
- The correspondence address is if you live away from home for majority of the year, for example at university

<b>Telephone/Email/Emergency Contact</b>	
Home / Mobile Number ▲	
E-mail Address ▲	
Emergency Contact 1 ▲	Name:
	Contact Number:
	Contact Email:
	Relationship to you:
Emergency Contact 2 ▲	Name:
	Contact Number:
	Contact Email:
	Relationship to you:

- It is good to have two different emergency contacts in case one is not available



- Please add as many subjects and grades as you have achieved
- Only give details of A level or equivalent if you have them, if not leave the space blank

<b>DEGREE DETAILS</b> (if relevant)	
University	
Degree Subject	
Dates of degree	
Degree class achieved / predicted?	

- Fill in the degree details section if you have completed a degree, and if you have not you can leave this section blank

<b>Extra Curricular Activities</b> (this could be from education or elsewhere)

- Only fill in this area if it is relevant to you. An example could be; if you are a member of a society or team or activities such as the Duke of Edinburgh award or playing an instrument

<b>Reason for Applying</b> ▲ Please explain why you are applying to the Civil Service Autism Internship Programme.(100 words maximum)

- This section is for you to write down the reasons you have for applying to this work experience opportunity
- You can write up to 100 words for this section

**About You ▲**

Please tell us about your skills and interests that you think would be relevant to working in the Civil Service (100 words maximum)

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- This section is for you to write some information about your skills and interests, this information will help us to match applicants to roles
- You can write up to 100 words for this section

**Areas of Interest**

Please tell us if you are keen to experience a specific department or area of business in the Civil Service, if available. (50 words maximum)

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- This section is for you to tell us if you are interested in a specific department or area of business, we can't guarantee you will be placed in that area. There are examples of previous departments that have offered placements on the advert.

**Location ▲**

This year we expect some internships will be facilitated face to face and some virtual (online). Please indicate your availability for each location below

London (including Croydon)

**Choose an item.**

Virtual (you must be based within the UK)

**Choose an item.**

- Please select yes or no from the dropdown menus
- We are currently planning for placements in London to proceed face to face, this may be subject to change in line with any Covid-19 working restrictions

<b>CURRENT/PREVIOUS EMPLOYMENT</b> (if relevant)	
Details of employer, position and responsibility, date from, date to and salary	
Employer	
Position	
Responsibilities	
Date of employment	
Salary	
Employer	
Position	
Responsibilities	
Date of employment	
Salary	

- This section is relevant if you have had previous employment or are currently employed
- You can include any voluntary work here
- If you do not have previous or current employment you can leave this section blank

<b>PERSONAL REFERENCE</b>	
(This should be completed by a <u>teacher/lecturer</u> , <u>support worker</u> or <u>previous employer</u> )	
Name	
Relationship to individual	
Contact details:	

- This section is to be completed by someone who knows you, examples are shown in the blue circles

**Privacy consent ▲**

In order to proceed with your application Ambitious about Autism will be required to share relevant personal data with third parties for the purpose of progressing your application for work experience. This will include information you have submitted as part of your application and any support documents. Ambitious about Autism [Privacy Policy](#).

Please confirm below you accept and consent to Ambitious about Autism sharing relevant information to third parties.

Yes  No

- This section is for you to consent for Ambitious about Autism to share your application details with the Civil Service to process your application