



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 with the subject line CS 1:1 support.

 Civil Service			
Application form			
Personal Information			
Title ▲		N.I. Number ▲	
Surname ▲		Date of Birth ▲	
Forename ▲			
2 nd Forename		Preferred method of contact ▲ (place 'x')	Phone
Other Names			Text
Place of Birth ▲			Other

- If you have a 2nd 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

I am autistic ▲	 Choose an item
Please describe any adjustments we can facilitate throughout the application process – <i>for example would you like us to include a support worker or parent into our correspondence with you</i>	

- Please choose yes or no from the drop down list to tell us if you are autistic or not. Please answer yes if you have a diagnosis of aspergers.
- If you would like to share any adjustments with us please tell us what they are in this section

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

- 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

Permanent Address	Correspondence Address (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

Telephone/Email/Emergency Contact	
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:

- Please tell us your phone number and email address, this is how we will communicate with you.
- It is good to have two different emergency contacts in case one is not available. These people will only be contacted in an emergency or with your consent

Nationality	
Present Nationality ▲	
Nationality at Birth ▲	
Other Nationality	
Other Details	
Are you subject to immigration controls? ▲	Choose an item.
Subject to immigration control details	

- Only fill in Other Nationality and Other Details if you have relevant information, if you do not then leave the spaces blank
- Hover over 'Choose an item' to use the arrow and select the answer relevant to you
- You only need to provide immigration control details if you answered yes to 'Are you subject to immigration controls?'

EMPLOYMENT RESTRICTIONS	
Are you subject to any employment restrictions? ▲	Choose an item.
Details	

- Hover over 'Choose an item' to use the arrow and select the answer relevant to you
- Only provide details if you are subject to any employment restrictions. If you are not then leave the space blank

School/College Education		
GCSE or Equivalent Passes		
GCSE or equivalent subjects & grades	Subject ▲	Grade ▲
A Level or Equivalent Passes (if relevant)		
A Level subjects & grades		
International Baccalaureate Points (please list the Higher/Standard subjects studied)		
Other Qualifications (i.e. EPQ, AS Levels)		

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)

--

- This section is for you to write some information about your skills and interests
- You can write up to 100 words for this section
- This information will help the Civil Service match your application to available roles

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)

--

- 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 participating departments 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 to tell us if you are available to participate in an internship in each area. There is a list of available locations, please make sure you answer them all.

Most internships will be based on a hybrid model, meaning you will be required to go into the office 2-3 days a week and work from home the remaining days.

CURRENT/PREVIOUS EMPLOYMENT (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