

Section 2 (You MUST re-enter the post details)

Post reference	Job Title and Pay Band	Location (Please state preferences in a numbered order if more than one location although we cannot guarantee that preferences will be met)

2.1 Disability

Please refer to the Guidance Notes for eligibility requirements for the Guaranteed Interview Scheme

Do you wish to apply under the Guaranteed Interview Scheme	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Should you be called to interview please specify any special facilities/arrangements you require		

Are there any reasonable adjustments in your existing or previous employment that the Highways Agency needs to consider should you be successful in this application?

Are there any reasonable adjustments which you may require in the post you have applied for with the Highways Agency?

2.2 About your education and qualifications

Please give details of your education

Dates		Educational Institution	Qualification with subjects and grades
From	To		

Admin use only: Candidate Reference Number	
--	--

Please give details of any relevant professional qualification; including membership of any relevant professional bodies and any relevant job-related training that you have undertaken

2.3 About your current employment

Please give details of your present or most recent employment

Name of employer

Existing Civil Servants - Grade

Please include substantive grade if different

Details of salary, bonuses etc.

Dates of employment

Position held, nature of work and your responsibilities

Reasons for leaving or wishing to leave current or most recent position

Please give details of your availability/ notice period if offered the appointment

Existing Civil Servants

Are you an existing Civil Servant?

Yes

No

If Yes, have you been declared surplus?

Yes

No

What is your employment status?

Permanent

Temporary

2.4 Time unaccounted for

Please provide details below of any gaps in your work history and any time spent abroad for a period of six months or more in the last 3 years

Admin use only: Candidate Reference Number

2.5 About your personal qualities and overall suitability for the post(s)

Please tell us concisely, in no more than 700 words, why you are interested in the post(s), and how you meet the job requirements and competencies set out in the job information you have received.

Important: Data Protection Act (1998). This form asks you to supply "personal" data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate HR or Security authority where it will be processed exclusively for the purpose of further vetting including against the UK's Immigration and Nationality records and with appropriate third parties. The HR or Security authority will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By signing the declaration at 1.7 of the application form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information you provide, please contact the person who issued this form for further information.

Admin use only: Candidate Reference Number