

**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	
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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	
<b>Existing Civil Servants</b> - Grade	Please include substantive grade if different
Details of salary, bonuses etc.	
Dates of employment	
Address (including postcode) Email address/fax number	
Position held, nature of work and your responsibilities	

Reasons for leaving or wishing to leave current or most recent position	
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Please give details of your availability/ notice period if offered the appointment	
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<b>Existing Civil Servants</b> Are you an existing Civil Servant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, have you been declared surplus?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is your employment status?	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>

### 2.4 About your past employment and career history

Please refer to the Guidance Notes for help in completing the form

Employer's name, address and type of business	Dates		Position held and main duties	Reason for leaving
	From	To		

Admin use only: Candidate Reference Number

## 2.5 Time unaccounted for

Time unaccounted for above and any time spent abroad if it was in the last 3 years and for a period of more than 6 months.

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

Please tell us briefly why you are interested in the post(s), what personal qualities you bring and what makes you particularly suitable for the posts

## 2.7 About your skills and abilities for the job

(For Traffic Officers and Regional Control Centre posts please complete the Achievements Record instead of this section.)

Please refer to the details about the job description, requirements for the post and information about the Highways Agency.

We use this important section to help determine whether you should be invited to the selection stage. You should show your suitability by:

- Detailing your experience or qualifications which match those set out in the job information / person specification
- For each competency, give a specific, recent example of an achievement, which shows how far you possess that skill or attribute.
- In your example, be precise about what you did and what the outcome was.
- Use no more than **200 words** for each example - additional words will be disregarded.

Please refer to the Guidance Notes for further information.

## 2.8 Driving Licence Details: Traffic Officer on-road posts only

Please note for these posts a valid driving licence is required. We cannot accept any applications with more than three penalty points. If your application is successful you will be required to present your full driving licence and proof of your identity.

Do you have a valid driving licence?

Yes

No

If 'Yes' please give the date your driving licence was issued:

Do you have any penalty points?

Yes

No

If 'Yes' please state the number, the penalty code and the date:

Do you live within one hour's travel time of the proposed place of work?

Yes

No

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## 2.9 RCC Operator/Supervisor posts (Regional Control Centres)

Do you have basic computer skills?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please list the skills you have/applications you use:		

## 2.10 Declaration of criminal convictions

If you are applying to join the Highways Agency you will be asked to declare any criminal convictions as part of a security check. The level of this check is dependent on the post applied for. Further information about this requirement is on a separate document called Character Enquiry. You will be issued with this form for completion in due course, as required.

## 3.0 Diversity Monitoring

We encourage all candidates to complete the enclosed Diversity Monitoring Form to help us monitor the diversity profile of candidates.

We use this information to monitor our recruitment procedures and to review our policies to achieve equality of opportunity for all. The information you provide is confidential and will not be accessed by any person involved in the selection decisions. Please complete this form as far as you feel comfortable.

Please see the Guidance Notes for further information.

**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	
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