

## GFIE Expression of Interest Application Form (Veterans/Service Leavers/Military Spouses & Partners)

Thank you for your interest in the Going Forward Into Employment scheme. We wish you the best of luck in your application!

**To be added to the Candidate Bank or to apply for any specific vacancy please return this form alongside your CV to –**  
**[GFIE@cabinetoffice.gov.uk](mailto:GFIE@cabinetoffice.gov.uk)**

Criteria for the scheme is as follows:

- Must have served within the Armed Forces.
- Or
- Be in your resettlement period and due to leave the Armed Forces within a reasonable time frame
- Or
- **Military Spouse/Partner:** Your current partner must still be serving **OR** was discharged within the last 12 months

There are 4 parts to this form:

- Part 1: Personal Information (please complete all sections)
- Part 2: Equality and Diversity Information (this is voluntary)
- Part 3: Guidance on Verification of Identity (please read and use to complete Part 1)
- Part 4: Privacy Notice

If you are not successful this time, we may have other opportunities available in future and would like to contact you if we think these may be of interest. If you **do not** wish to be contacted about any other GFIE vacancies, please tick this box  
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**Please note, we cannot accept applications from existing civil servants or anyone who has previously joined the Civil Service through a GFIE opportunity.**

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### Part 1: Personal Information

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Job title applying for or Candidate Bank:

Full Name:

E-mail Address:

Contact Phone Number:

Please state the location(s) you would be prepared to work from:

Are you able to have an online interview i.e. Skype or MS Teams?

If you are currently in active service, when is your expected discharge date **OR** when were you discharged from the forces **OR** are you the current spouse/partner of someone currently serving or who was discharged within the last 12 months.

On page 5, there is a list of ID documents that can be used to prove your identity. Please list the 3 documents that you can provide (if you do not have all 3, please list those that you currently have available) :

Where did you see the job advertisement/GFIE scheme advertised:

Please use this space to tell us why you are applying for a role in the Civil Service, and what skills/potential you can bring:

Applicant's Name or E-Signature		Date	
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## Part 2: Equality and Diversity Information

### Disclaimer

We know that we deliver better services when our workforce reflects the full range of backgrounds and experiences in the society we serve.

To continue to do this we need your help in filling out a short monitoring form.

None of the information you provide will be visible as part of your application. It will only be used anonymously to monitor the inclusivity of our processes.

You can select 'prefer not to say' if you would rather not answer any question.

The information you provide will be captured and reviewed on a yearly basis. It

- Will **NOT** be used as part of the selection process.
- Will **NOT** be seen by the interview panel.

No information will be published which allows any individual to be identified.

The form should take you a few minutes to complete, and it is **not compulsory**. We thank you in advance for your support.

### Questionnaire

(Please mark the relevant boxes to indicate your answer for each of the 11 questions)

**1. Do you consider yourself to have a disability as defined by the Equality Act 2010?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to disclose
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**1. Gender**

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer to self-describe	<input type="checkbox"/> Prefer not to disclose
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**2. Age**

<input type="checkbox"/> 16-24	<input type="checkbox"/> 25-29	<input type="checkbox"/> 30-34	<input type="checkbox"/> 35-39	<input type="checkbox"/> 40-44	<input type="checkbox"/> 45-49
<input type="checkbox"/> 50-54	<input type="checkbox"/> 55-59	<input type="checkbox"/> 60-64	<input type="checkbox"/> 65+	<input type="checkbox"/> Prefer not to disclose	

3. *Sexual Orientation*

<input type="checkbox"/> Heterosexual or straight	<input type="checkbox"/> Gay or Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer to self-describe	<input type="checkbox"/> Prefer not to disclose
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4. *How would you describe your national identity:*

<input type="checkbox"/> English	<input type="checkbox"/> Welsh	<input type="checkbox"/> Northern Irish
<input type="checkbox"/> Scottish	<input type="checkbox"/> Prefer not to disclose	<input type="checkbox"/> British
Other (Please Write):		

5. *Please select your ethnic group:*

<input type="checkbox"/> White	<input type="checkbox"/> Mixed/multiple ethnic groups	<input type="checkbox"/> Asian/Asian British	<input type="checkbox"/> Black/African/Caribbean/Black British
<input type="checkbox"/> Other ethnic group	<input type="checkbox"/> Prefer not to disclose		

6. *Please select your ethnicity:*

<input type="checkbox"/> English	<input type="checkbox"/> Welsh	<input type="checkbox"/> Scottish	<input type="checkbox"/> Northern Irish	<input type="checkbox"/> Irish
<input type="checkbox"/> Gypsy or Irish traveller	<input type="checkbox"/> Any other White background	<input type="checkbox"/> Mixed White and Asian	<input type="checkbox"/> Mixed White and Black African	<input type="checkbox"/> Mixed White and Black Caribbean
<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Asian or Asian British - Bangladeshi	<input type="checkbox"/> Asian or Asian British - Indian	<input type="checkbox"/> Asian or Asian British - Pakistani	<input type="checkbox"/> Chinese
<input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Black or Black British - African	<input type="checkbox"/> Black or Black British - Caribbean	<input type="checkbox"/> Any other Black background	<input type="checkbox"/> Arab
<input type="checkbox"/> Other ethnic group	<input type="checkbox"/> Prefer not to disclose			

7. *What is your religion or belief:*

<input type="checkbox"/> No religion	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Sikh
<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Prefer not to disclose
Other (Please Write):			

8. *Thinking back to when you were aged about 14, which best describes the sort of work the main/ highest income earner in your household did in their main job?*

- ☐ Modern professional occupations such as: teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer
- ☐ Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse
- ☐ Senior managers and administrators usually responsible for planning, organising and coordinating work and for finance such as: finance manager, chief executive
- ☐ Technical and craft occupations such as: motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver
- ☐ Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant
- ☐ Routine manual and service occupations such as: HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter / waitress, bar staff
- ☐ Middle or junior managers such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican
- ☐ Traditional professional occupations such as: accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer
- ☐ Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)
- ☐ Retired
- ☐ Not applicable
- ☐ Don't know
- ☐ Prefer not to say

**9. Thinking back to when you were aged about 14, did the main/highest income earner in your household work as an employee or self-employed?**

- ☐ Employee
- ☐ Self-employed with employees
- ☐ Self-employed/freelancer without employees
- ☐ Not working
- ☐ Not applicable
- ☐ Don't know
- ☐ Prefer not to say

**10. What type of school did you mainly attend between the ages of 11 and 16?**

- ☐ State-run or state-funded school - selective on academic, faith or other grounds
- ☐ State-run or state-funded school - non-selective

- ☐ Independent or fee-paying school - bursary
- ☐ Independent or fee-paying school - no bursary
- ☐ Attended school outside the UK
- ☐ Other
- ☐ Don't know
- ☐ Prefer not to say

### Part 3: Guidance on Verification of Identity

As part of any successful application for a job in the Civil Service, you must confirm your identity to the department recruiting by providing 3 forms of ID. We ask you to let us know at this stage which types of ID you currently have so that you are prepared/can start preparing. Please do not worry if you don't have all of the documents needed at this stage - let us know what you do have and we can advise you in accessing the others if needed. **You do not need to send us copies of your ID.**

You will need:

- **1 x document from Group 1**
- **1 x document from Group 2**
  - Documents marked with an \* must be dated within the last 3 months.
  - Selected document must contain your current address.
- **1 x additional document from Group 1, 2 or 3**
  - Full and short birth certificates are not permitted to be used in conjunction.

**Photographic ID** If you are unable to provide one piece of photographic ID from the groups below then you will need to provide a passport sized photograph of yourself. This will need to be endorsed on the back with the signature of a person of some standing in your community (e.g. a JP, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant, etc). The passport photograph will need to be accompanied by a signed statement, completed by the same person, stating the period of time that the individual has known you (this must be a minimum 3 years). The statement must also contain the name, address and contact number of the individual who has endorsed the photo and completed the statement.

***Only original documents will be accepted, photocopies will not be accepted.***

GROUP 1	GROUP 2	GROUP 3
<b>(A) Current British Passport</b>	<b>(D) * Bank, building society or credit card statement.</b> UK, Channel Islands or EEA only.	<b>(J) Current photo card driving licence. Full or provisional.</b> UK, Isle of Man, Channel Islands and EU only.
<b>(B) Full UK Birth or Adoption Certificate</b> The certificate must include the name(s) of at least one of your parents or adoptive parents.	<b>(E) * Original utility bill</b> Gas, Water, Electric, Insurance or Internet issued within the last 3 months. UK only. Mobile phone bills are not acceptable.	<b>(K) Current driving licence (old paper version).</b> UK, Isle of Man, Channel Islands and EU only.
<b>(C) Certificates of Registration or Naturalisation as a British Citizen</b>	<b>(F) Original letter confirming National Insurance Number issued by Government Department P45, P60 (must be dated within the last 12 months) UK only.</b>	<b>(L) Marriage certificate</b> UK and Channel Islands only.
	<b>(G) * Current evidence of entitlement to DWP benefits (e.g. Universal Credit)</b>	<b>(M) Civil Partnership certificate</b> UK and Channel Islands only

	<i>UK only.</i>	
	<b>(H) * Council Tax statement</b> <i>UK only.</i>	<b>(N) HM Forces identity card</b> <i>UK only.</i>
	<b>(I) Mortgage Statement</b> <i>UK or EEA only</i>	<b>(O) Short UK Birth Certificate</b>

## **Part 4: Privacy Notice**

### **Privacy Notice - for the Going Forward into Employment Scheme, part of the Cabinet Office**

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

#### **YOUR DATA**

##### Purpose

The purpose(s) for which we are processing your personal data is to deliver the Going Forward into Employment scheme by identifying and tracking employees throughout their Fixed Term Appointment (FTA) contract. We will also collect data for equality monitoring purposes.

##### The data

We will process the following personal data:

Employees – name, email address, grade, department, job role, start date, age, gender, work pattern, office location, ethnic group, disability status, sexual orientation, socio-economic background and leaving date. If relevant, we will also collect information on your latest offence, licensing conditions, care experienced background, personal caring responsibilities and other relevant information that your line manager needs to know that could affect your participation in the programme e.g community orders, home situation, probation appointments etc.

##### Legal basis of processing

The legal basis for processing your personal data is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is to deliver a Social Mobility scheme aimed at improving the inclusiveness of the Civil Service as an employer, and to comply with our Public Sector Equality Duties.

The legal basis for our processing your sensitive personal data in relation to ethnic group, disability status, and sexual orientation is that:

- processing is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained (para 8, sch.1, Data Protection Act 2018)
- it is necessary for statistical purposes, and it is in the public interest (para 4, sch.1, Data Protection Act 2018)

The legal basis for processing your data about criminal convictions is that it is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department (para 6, sch.1, Data Protection Act 2018) . In this case, that is improving the inclusiveness of the Civil Service as an employer.

##### Recipients

Your personal data will be shared by us with;

- Your employing department prior to employment to enable pre-employment checks to be undertaken
- Buddies – if you choose to be supported by a buddy, we will share your contact details with them
- As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

#### Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

As the programme supports Fixed Term Appointments of up to two years, tracking of candidates' progress will continue for the duration. Therefore your personal data in relation to this programme will be kept for at least two years.

Once the two years have passed the data will be anonymised and retained indefinitely.

#### Where your personal data was not obtained from you

We typically collect personal information about candidates, either directly from candidates or from a third party such as HM Prison & Probation Services, a referring/partner organisation or other government departments.

#### **YOUR RIGHTS**

- You have the right to request information about how your personal data is processed, and to request a copy of that personal data.
- You have the right to request that any inaccuracies in your personal data are rectified without delay.
- You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.
- You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- You have the right to object to the processing of your personal data.

#### **INTERNATIONAL TRANSFERS**

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the UK. Where that is the case it will be subject to equivalent legal protection through the use of an adequacy decision, or a UK International Data Transfer Agreement.

#### **COMPLAINTS**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane,

Wilmslow, Cheshire, SK9 5AF, or 0303 123 1113, or [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk). Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

#### **CONTACT DETAILS**





The data controller for your personal data is the Cabinet Office. The contact details for the data controller are: Cabinet Office, 70 Whitehall, London, SW1A 2AS, or 0207 276 1234, <https://www.gov.uk/guidance/contact-the-cabinet-office>

The contact details for the data controller's Data Protection Officer are: [dpo@cabinetoffice.gov.uk](mailto:dpo@cabinetoffice.gov.uk).

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.

### **SUBJECT ACCESS REQUEST - (SAR)**

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data, as well as other supplementary information. It helps individuals to understand how and why a company/organisation is using your data, and to check that the company/organisation is doing it lawfully.

If you are wanting to submit a SAR for your time with GFIE, please contact [GFIE@cabinetoffice.gov.uk](mailto:GFIE@cabinetoffice.gov.uk) who will provide more information to assist you.