

Guide to completing a GFIE Expression of Interest Form (EOI)

Service Leavers, Veterans and Military Spouses/Partners have a huge range of skills, experience and transferable qualities gained from life experience, previous employment or from courses and qualifications gained. Going Forward into Employment provides the opportunity for these skills to be put into practice, but we know that it can sometimes be difficult to identify how these skills could be valuable within Civil Service employment.

The Expression of Interest Form is used for candidates to apply for a specific vacancy that has been advertised, or for a candidate to make themselves known to us and have their details saved in the 'Candidate Bank' for future applications. It is the perfect opportunity for an applicant to tell us a little about themselves, why they would like to work within the Civil Service and any skills or experience they may have.

We understand that, for some, a personal statement can appear daunting and uncomfortable to write. That need not be the case though. The Expression of Interest is not designed to be any form of test. It does, however, give you the opportunity to tell us a little about yourself, what drives you and why you would like to potentially start a career within the Civil Service. You will have many skills that are highly transferable, and there are people on hand who can help you to identify what these are, and how they map out into employment within the Civil Service. It also allows you to leave us your all-important contact details so we can reach back out to you with any vacancies or updates on applications.

Part 1 – Personnel details

This section asks for a few personal details, and if you are applying for a particular vacancy. If you would just like your information to be logged in our 'Candidate Bank' for any future vacancies in your home area then in the box named 'Job applying for or Candidate Bank' simply put 'Candidate Bank'.

We need an email address and contact number. This will be to update you with any applications or to notify you of any further vacancies we think you may be interested in.

If you are successful with any application, you will need to go through the vetting process. For this, certain forms of ID will be needed. Please make a note of acceptable ID listed on page 6 of the form that you have already – If you do not have all the ID you need at the time of completing the form, don't worry, but this is something that whichever department of the Civil Service your application has been sent to will ask from you if you are successful with an application, so please start to think about what you could use.

Next, we would like you to tell us a little about yourself and why you are applying. This section is about you and what motivates you. What skills or experience do you have? Why do you want to work within the Civil Service? This is your opportunity to really sell yourself and tell us everything that you are capable of! What responsibilities do you have and how do you manage them? How do you work as part of a team and with others? Are you open to change and trying new things while following policies and procedures? These are all life skills that are highly transferable into the Civil Service. And don't forget to include any qualifications you may have gained!

Part 2 – Equality and Diversity

This is the Equality and Diversity section. This is information that the GFIE team collate and review annually, and is **NOT** used as any part of the selection process.

This section is also not compulsory.

Part 3 – Guidance on ID

This section contains guidance notes on the identification needed if an offer of employment has been made. Vetting and confirmation of identity needs to be carried out with any Civil Service offer of employment. This is not a stage to be concerned about and is standard procedure for any new employee. The process can sometimes take a little while to be completed though, so if you are employed elsewhere we do advise you not to hand in your notice until you have received a confirmed start date.

Take note of the various accepted forms of ID, and do not panic if you do not have all required forms when an initial offer is made! If at any point you find yourself struggling to meet all of the criteria, again, do not hesitate to make contact and we will guide and help you where we can.

You do not need to send us any copies of your ID

Part 4 – Privacy Notice

This final section sets out how we use any data that you share with us and your rights regarding this.

What else we need - CV

Along with the Expression of Interest form, we need a copy of your up to date CV.

Your CV is a document that allows you to summarise your education, work history, skills and experience which relate to the job you are applying for.

Your work history can include paid work, volunteering work and/or work experience through school or college. You can also mention experience or qualifications you have gained through any employment.

Remember your CV is a chance to sell yourself. So, if you're telling us about your employment history, don't just tell us where you worked, and for how long. Tell us what you did there and what impact you made.

Further information and guidance can be found at:

www.nationalcareers.service.gov.uk/careers-advice/cv-sections

The Expression of Interest Form is not designed to test or trip you up in any way. It is an opportunity for you to tell us about **yourself** and what you would like to achieve in the **future**.

Please return expression of interest forms and CV's to GFIE@cabinetoffice.gov.uk

Please email us on the above email address with any questions or for further information.