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| **DEPARTMENT FOR TRANSPORT** **SUPPORTING DOCUMENTATION** |

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|  **PART A: DIVERSITY MONITORING FORM**  |

Public appointments are made on merit in accordance with the Cabinet Office Governance Code and the Public Appointments Order in Council. By completing this diversity monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012. This information is, however, provided on a voluntary basis.

Your personal data will always be treated in confidence and when combined with anonymised data from other applicants will help compile the Annual Statistical Bulletin of the Commissioner for Public Appointments.

**Your responses to this section will never be made available to the panel considering your application and will only be shared with the Cabinet Office in an anonymised format.**

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| **Full Name:**  |
| **Position:**  |
| **Date:**  |
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| **Residence** |
| What is your principal place of residence? Please enter the County or City that you live in along with the first part of your postcode e.g. Dyfed SY23; London SE18 |
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| **Gender**  |
| What is your gender?  |
| Female [ ]  | Male [ ]  | Prefer not to say [ ]  |
| Prefer to describe myself as:       |
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| **Religion or belief**  |
| What is your religion or belief? |
| [ ]  Buddhist | [ ]  Christian  | [ ]  Hindu |
| [ ]  Jewish | [ ]  Muslim | [ ]  Sikh |
| [ ]  Other  | [ ]  No Religion or Atheist | [ ]  Prefer not to say |
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|  **Disability** |
| Do you consider yourself disabled? |
| Yes [ ]   | No [ ]   | Prefer not to say [ ]  |
| If yes, how would you describe your disability?       |
| **Guaranteed Interview Scheme Declaration** |
| Please tick if you wish to be considered for the GIS. |
| [ ]  I consider myself to have a disability as defined under the Equality Act 2010, and I would like to apply under the Guaranteed Interview Scheme (GIS). |
| Please tick if you require special arrangements and state any such adjustments below if applicable. |
| [ ]  I do require special arrangements should I be called to attend an interview. I require       |
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| **Ethnicity**  |
| Please mark the box that most accurately describes your ethnicity: |
| *Asian*

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| [ ]  Indian | [ ]  Pakistani |
| [ ]  Bangladeshi | [ ]  Chinese |
| [ ]  Other Asian background |

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| *Black*

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| [ ]  African | [ ]  Caribbean |
| [ ]  Other Black background |

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| *White*

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| *[ ]* English / Welsh / Scottish / Northern Irish / British |
| [ ]  Irish | [ ]  Gypsy or Irish Traveller |
| [ ]  Other White background |

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| *Mixed Ethnic*

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| *[ ]* White and Black Caribbean  | *[ ]* White and Black African |
| *[ ]* White and Asian | *[ ]* Other Mixed background |

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| *Other*

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| *[ ]* Arab  | *[ ]* Any other ethnic background |
| *[ ]* Prefer not to say |

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| **Age** |
| Please mark the box the age band you fall into: |
| [ ]  16 - 24 |  [ ]  25 - 34 | [ ]  35 - 44 |
| [ ]  45 - 54 |  [ ]  55 - 64 | [ ]  65 - 74 |
| [ ]  75 - 84 |  [ ]  85 or over | [ ]  Prefer not to say |

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| **Sexual Orientation**  |
| What is your sexual orientation?  |
| [ ]  Bisexual  | [ ]  Gay or lesbian | [ ]  Heterosexual  |
| [ ]  Other | [ ]  Prefer not to say |
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| **Employment**  |
| What is your principal employment, if any?Please describe your main employment and tick the occupational sector box that best describes you: |
| Employment:  |
| [ ]  Mostly Civil Service | [ ]  Mostly Private Sector  | [ ]  Mostly Third Sector |
| [ ]  Mostly wider Public Sector  | [ ]  Mixed | [ ]  Other |
| [ ]  Prefer not to say |
| **Ministerial appointments currently held**This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It **does not** include sitting as a school governor or any positions within charities. |
| Is this your first ministerial appointment?  |
| [ ]  Yes | [ ]  No |
| Do you hold any other Ministerial appointments made by or on behalf of Ministers?  |
| [ ]  Yes | [ ]  No |
| If yes, please provide details:       |
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| **Personal details** |
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| [ ]  Please tick here if you are content for us (as the appointing Department) to retain your CV and contact details and to share these with the Centre for Public Appointments in the Cabinet Office. Your details will be kept on file and you may be contacted about other opportunities that may arise in the future. All information will be handled in accordance with relevant data protection law.  |
| Please specify how you became aware of this role? |
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| **Professional Referees** |
| Please provide the names and contact details for two referees. These must be people who know you in a professional capacity to comment on your suitability for the role. They will be expected to have authoritative and personal knowledge of your experience and achievements. Referees will not be contacted without your prior agreement. |
| **Referee 1**  | **Referee 2** |
| Name: |       | Name: |       |
| Position: |       | Position: |       |
| Email: |       | Email: |       |
| Phone: |       | Phone: |       |
| In what capacity do you know them? | In what capacity do you know them? |
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| **Part B: Political Activity** |
| Only the information provided in this section (Political Activity) below will be made available to the panel if you are called for interview. |
| Have you undertaken any political activity for a political party in the past five years? Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Please tick all relevant categories. |
| Holding Office |  [ ]  |
| Public speaking |  [ ]  |
| Made a recordable donation to a political party |  [ ]  |
| Standing for election |  [ ]  |
| No political activity  |  [ ]  |
| Other (please specify) |  [ ]  |

**Name of party for which activity undertaken:**

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**Details of involvement:**

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| **Part C: Conflict of Interest and Integrity Form** |

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|  Please tick the statement which applies. Either: |
|  [ ]  | I declare that to the best of my knowledge and belief neither I nor my spouse / partner / immediate family have any business or financial interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies which might conflict, or be perceived to conflict, with my official duties for this role. |
|  [ ]  | I declare private interests below for consideration and have also set out the action I am taking to minimise the risk of these interests coming into conflict or perceived conflict with my official duties for this role. I certify that the information included within this register is, to the best of my knowledge and belief, true and accurate and complete. |
| Signed:       |
| Date:       |

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| In the box below, please provide details of: |
| In the box below, please provide details of:•Any Directorships (held in the last two years), including relevant dates and the company, possible links to the role, the Department for Transport, or other Government Departments (directly or indirectly). Please include any partnerships.•Any significant shareholdings in companies, which may have a relationship with the role or the Department for Transport, through Directorships, Trading arrangements or links (directly or indirectly) to any other Government Departments.•Any possible conflicts of interests created by virtue of the employment, directorships or significant shareholding of a family relative or friend.•Any other matter which may give rise to a potential conflict of interest. |
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| Are you involved, or have you been involved, in activities that could call into question your own reputation and/or damage the reputation of the body to which you are applying?Any issue which may potentially draw adverse attention to the body or its sponsoring Department must be disclosed so that the panel may consider whether it may affect your application. |
| [ ]  Yes | [ ]  No |
| If yes, please provide details:       |

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| **Part D: Privacy Notice** |

The Department for Transport (DfT) is the controller for any personal data which you provide to us in this form.

Information provided as part of this application will be kept securely within DfT and destroyed within 24 months after the conclusion of the recruitment campaign.

**Diversity information**

DfT uses this form to gather evidence on DfT’s public appointments. This data is collected in the public interest for statistical monitoring and to inform DfT’s recruitment policies in accordance with the Department’s public sector equality duties. If your answers contain any information that allows you to be identified, DfT will, under data protection law, be the controller for this information.

The diversity information contained in Part A will at no point be shared with selection panels. Anonymised statistical breakdowns may be shared with the Cabinet Office (CO) and the Office of the Commissioner for Public Appointments (OCPA) for the purpose of informing public policy on equal opportunities in public appointments.

Diversity information retained in personalised form will be deleted after the regular statistical returns to the Cabinet Office have been completed.

**Other personal information collected as part of the application**

The remaining information that we collect about you is used to inform decision-making on public appointments, an activity which is carried out in the public interest. This information is not shared outside DfT, except where you have indicated that you are happy for your details to be shared with the Cabinet Office so that you may be contacted about similar future opportunities. If at any time, you would like your CV and contact details to be removed from this database, please email: DfTPublicAppointments@dft.gov.uk.
**Privacy policy**

DfT’s privacy policy has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer. You can view it at <https://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter>.

To receive this information by telephone or post, contact us on 0300 330 3000 or write to Data Protection Officer, Department for Transport, Ashdown House, Sedlescombe Road North, St Leonards-on-Sea, TN37 7GA.