

NOTES ON HOW TO COMPLETE THE DFID APPLICATION FORM (ATTACHED)

Please complete the application form in black ink or electronically.

If completing the form electronically, enter text by clicking in the top left hand corner of the appropriate box. We are happy to receive applications electronically to the e-mail address given in the advert. In so doing there will be a presumption that the information you have provided is true and complete. If you are invited to attend the centre or interview you will be asked to sign the declaration page of your application on your arrival.

All of the boxes are pre set to Arial 12 point. The minimum acceptable font size is 10.

The text boxes in the “career history” section are expandable. Other text boxes are not.

We will also accept a CV which should provide you with additional space in which to detail your career history.

NOTES ON DFID’s SELECTION PROCEDURE

DFID is an equal opportunities employer and appoints on merit by open competition.

Only the information you provide on this application form will determine if you are short listed for this vacancy – we will also accept a CVs **but not** any other additional material. The short-listing process has two stages:

Stage 1 – initial sift to ensure that you meet the nationality criteria.

Stage 2 – your capability of doing the advertised job, based on your qualifications and experience, will be considered.

A unique reference number will be allocated to each page of your application and pages 1 to 3 (along with the Declaration page) containing personal details etc will be removed after Stage 1. Those taking part in Stage 2 will only have sight of your qualifications and experience. This is to ensure equal opportunity and to avoid any potential bias.

A Baseline Personnel Security Standard (Baseline Standard) check will be carried out on all potential employees before they are employed. As part of this check we will confirm your identity; your nationality and immigration status; your employment history for the last 3 years and if you have any criminal record.

If short-listed, we will invite you to an interview/assessment centre and we will ask you to state any special arrangements we should make on your behalf. Prior to attendance you will be asked to provide proof of identity, nationality and immigration (by submission of a copy, fax or scan of supporting documentation).

At the interview/assessment centre we will ask you to bring original documentation as proof of identity, nationality, immigration status and your current address. For some posts which require National Security Vetting in addition to a Baseline Standard check we may also ask you to complete a security questionnaire. Only the information provided by the successful candidate(s) will be processed.

An offer of appointment will be dependent on you successfully completing all stages of the Baseline Standard check and being granted medical clearance. For some posts either National Security Vetting or host government clearance may also be required.

Department for International Development (DFID)

Job Title

From which publication(s) or other source(s) did you learn of this post?

Civil Service Gateway

DFID Website

Other website / Times of India / Economic & Political Weekly – please specify below:

Personal Details

Full name (with family or last name in capitals)

Title (eg Mr, Mrs, Miss, Ms, Dr)

Permanent address including Postcode

Mailing address, if different

Contact Details:

Phone:

Home:

Work:

Mobile:

E-mail

Home:

Work:

Day telephone number

Nationality – please read this note before answering the questions below:

1. The eligibility criteria for posts advertised by DFID is taken from the legislation governing employment in India is that a candidate must be **Indian Nationals**. **Non-Indian nationals with right to work in India are welcome to apply**
2. All short listed applicants will be asked to provide evidence of their identity, nationality, immigration status and current address.

Please answer all of the following questions:

| | YES | NO |
|----------------------------------------------------------------|--------------------------|--------------------------|
| Are you eligible to apply for this post on nationality grounds | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you provide proof of nationality | <input type="checkbox"/> | <input type="checkbox"/> |
| If selected, when are you free to take up the post | <input type="text"/> | |

Only those applicants who answer “Yes” to these questions will be considered for short-listing. You will be asked to provide proof if you are short-listed. If you cannot provide this or if any of the details you provide are inaccurate we will not meet or you may be asked to repay the cost of your attendance at the assessment process / interview.

DFID INDIA

Age – read this note before answering the question below

Please mention your age group:

Under 25 years 25-34 years 35-50 years over 50 years

In accordance with Employment and Equality Regulations DFID observes the national default retirement age of 65. As appointment is subject to medical and security clearances that can take a number of months to complete we do not accept applications from anyone aged 64.5 or over.

I confirm that I have read the above paragraph and can meet the age requirements

YES NO

Only those applicants who answer, “Yes” to this question will be considered for short-listing. You will be asked to provide proof if you are short-listed.

Other Information:

We would like to request applicants to voluntarily provide the following information.

Gender: Male Female

Caste/Ethnicity: ST (Adivasis) SC (Dalits) OBC Others/Gen Category

Religion:
Parsee Jew Christian Muslim Hindu Sikh Others

Disability: Yes No

If yes, please provide brief details:

DFID INDIA

Educational, Technical and Professional Qualifications

List secondary and post school qualifications by subject, class, level or grade of award and/or other professional qualifications. (DFID is primarily interested in the highest educational level you have achieved).

Qualifications

Issuing Body/Institute

| | |
|--|--|
| | |
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Please list any professional associations and/or learned societies of which you are a member. Please indicate if your name appears on a professional register.

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DFID INDIA

History

Please describe your career to date, starting with your most recent employment first and work in reverse order. Please indicate clearly any service or work overseas and state the country.

| Employer(Name & Address) | Position/Job Title |
|-------------------------------------|---------------------------|
| | |

DFID INDIA

Periods unaccounted for (eg, career breaks, unemployment etc)

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DFID INDIA

Please submit a note not exceeding 500 words setting out evidence of your relevant skills, experience and what would you contribute to the post.

Personal Competences

In this section you are asked to outline how your knowledge, skills and experiences meet the personal competences required for this role as listed in the job advert and vacancy paper of particulars. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work). Please structure your comments by competency covering only those listed in the job advert/ job description. Details of DFID's competency framework are included in the vacancy pack. Please type within the box as the space is restricted. Please note that the information provided here will be used for selection purposes.

Personal Competences

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their personal competences.

🔒 Your Information

The Data Protection Act 1998 gives rights to individuals in respect of personal data held about them by others and as directed by the Act. You should know the following:

DFID is the Data Controller and is registered with the Information Commissioner for the purposes of the Data Protection Act 1998.

The information you give on the application form will be used by DFID and any external recruitment consultant and/or organisation appointed by us to help with the recruitment process. It will also be used for research and statistical analysis. The information in relation to your application and this recruitment process will be held on both electronic and paper format.

For a vacancy overseas, we will send details about you to our offices in the appointed country for referral to the officials of the local government to seek their consent to your appointment. You should be aware that although our offices overseas will undertake the same level of protection for your data as it would be in the EEA, the Data Protection laws outwith the EEA are likely to be less comprehensive.

Any other disclosures will only be made if we are required to do so by any court order or similar process, or as required by law.

PLEASE ENSURE THAT YOU HAVE COMPLETED THE DECLARATION BELOW

DECLARATION

When you are satisfied you have completed all the questions fully, please sign below to affirm that the information you have provided is to the best of your knowledge true and complete. If you provide any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

Signature

Date

Your completed application should be sent to the email address mentioned in the vacancy advertisement.