# Civil Service Jobs - Account Request Form

Use this form to request an account for the Civil Service Jobs system as a vacancy holder or panel member.

The [Civil Service Jobs Privacy Notice](https://www.civilservicejobs.service.gov.uk/csr/index.cgi?pageclass=StandardMessage&display=privacy) 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).

## Section 1 – Individuals that require access

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| Please only list persons that have **never** had an account.  Users who have an account and require a reminder of their username and/or password will need to use the ['Can't access your account?'](https://www.civilservicejobs.service.gov.uk/ErrorDocs/admin_login_support.cgi?url_togo=/ErrorDocs/admin_login.cgi) link on the login page. |

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| --- | --- | --- | --- | --- |
| First Name\* | Surname\* | Staff Number | Email Address\* | Department\* |
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## **\*** Mandatory

## Section 2 – Declaration

By submitting this form, I declare that this request is for genuine business needs. I also declare that information contained in this form is correct and understand that providing false or inaccurate data may result in disciplinary action.

Section 3 – Next steps

Please send your completed form to [accounts.csjobs@cabinetoffice.gov.uk](mailto:accounts.csjobs@cabinetoffice.gov.uk)