

**GES Summer Scheme 2025: Application Guidance**

**This scheme is only open to students in their penultimate year of undergraduate study and who are on track for a 2:1 or 1st class degree as indicated by their first-year results. 'Penultimate' means that you have one more year at university to complete your undergraduate degree after this placement. To avoid disappointment please do not apply if you are due to graduate in the Summer of 2025, but plan to continue your studies with a post undergraduate degree, such as a Masters.**

Please read the following application guidance carefully, as well as the job advert, prior to completing your application. These are to help you, as some applicants are excluded because they do not complete the process properly.

By applying you are confirming you meet the eligibility requirements. If subsequently we find out you do meet the requirements, your application will be withdrawn.

**1. Essential eligibility requirements**

To be eligible, applicants must:

### **Nationality**

* Be a national of the UK, Commonwealth or Republic of Ireland or a European Economic Area (EEA) or Turkish national with a **right to live and work in the UK.**
* If a holder of a student visa – be allowed under the conditions of the visa to undertake a full-time paid summer placement in the UK without a work permit.
* To be eligible for employment in the UK Civil Service applicants must meet the Civil Service Nationality Rules which operate independently and additionally to the UK Immigration Rules. Applicants must also meet necessary security and vetting requirements, along with any other relevant pre-employment checks.
* As from 1 January 2021 broadly the following groups may be eligible to work in non-reserved posts within the Civil Service:
	+ UK nationals
	+ nationals of Commonwealth countries who have the right to work in the UK
	+ nationals of the Republic of Ireland
	+ nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme (EUSS) (opens in a new window)](https://www.gov.uk/settled-status-eu-citizens-families)
	+ relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
	+ relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
	+ certain family members of the relevant EU, EEA, Swiss or Turkish nationals

Further guidance on Civil Service Nationality Rules and changes from 1 January 2021 can be found [here](https://www.gov.uk/government/publications/nationality-rules).

Applicants who have visa status must ensure they include all the details of their visa status in the application. If successful at sift, you will be asked at a later date to provide a copy of your visa that demonstrates that the visa covers the period of the placement.

**Please note: We do not offer sponsorships for our schemes.**

### **Degree**

* Be on course for a 2:1 or 1st class degree, as indicated by first year exam results.  Be studying for:
	+ A degree in economics or, if it is an economics joint degree, economics **must** comprise at least 50% of the total course studied so far (year 1 and 2); **or**
	+ A joint honours undergraduate degree at a Scottish university, where at least 50% of the modules studied or to be studied during the final two years of the course must be in economics; **or**
	+ Philosophy Politics and Economics (PPE) degree where at least 50% of the modules studied or to be studied during the final two years of the course must be in economics.

**Please note: All degrees must include Macro and Microeconomics.**

All the above eligibility must be demonstrated on the application form and supporting documents where applicable. e.g., If you are studying a joint honours undergraduate degree at a Scottish university or a PPE degree, you must include all modules for the final two years, without this information, your application will be discounted.

**2. Recruitment process**

The recruitment process involves the following steps:

1. **Register**
2. **Short application form (part 1)**
3. **Numerical test (practice tests can be found** [**here**](https://www.gov.uk/guidance/civil-service-online-tests)**)**

The Civil Service numerical test is the only online test you will need to complete before the full application form. You will need access to a laptop/desktop computer.

**Please note: The test deadline is the same as the application deadline.**

The numerical test is **not timed**, hopefully you should therefore not need to request extra time to complete this test as a disability reasonable adjustment. For further information on reasonable adjustments, please read: [Reasonable adjustments for online tests - a candidate guide - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/reasonable-adjustments-for-online-tests-a-candidate-guide) <https://www.gov.uk/guidance/reasonable-adjustments-for-online-tests-a-candidate-guide>.

If you have recently taken and passed the same Civil Service test when applying for a role at the same grade, you will not have to re-take this test.

The GESR Recruitment Team work Monday to Friday, 9am to 5pm. Therefore, technical support will not be available outside of these hours.

1. **Full application form (part 2)**

If you pass the Civil Service Numerical Test, you will be asked you to provide a 250-word written statement against two Civil Service Behaviour criteria: **Communication & Influencing** and **Working Together**. More information on Civil Service Behaviours can be found by [following this link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf). Your responses will be assessed against the behaviours at Level 2 – EO or equivalent.

We recommend you use the **STAR** approach for your 250-word statements, which helps you set the scene of your examples, show what you did, how you did it, and the overall outcome:

* **Situation**: Describe the situation you found yourself in, and what happened
* **Task**: What did you have to do, what did you try to achieve?
* **Action**: What action did you take, and how did you do it?
* **Result**: Use facts and statistics to demonstrate the results that your actions produced. Was it a successful outcome? If not, what did you learn from it?

Following this you will be asked three additional questions. The first two concern any time spent outside the UK in the last 5 years and visa information if held (if applicable). The third question will provide space for you to include details of your degree. In this space, please state the subject title of your degree, and the year that you started your degree. Please then list all your degree modules by year, the number of credits per module in each year, marking which module is Economics by putting 'econ' next to the modules, and your first-year degree grade. An example of this format can be found below:

*Economics BSc - started Sept 2023*​
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*First year grade: 2:1 (67)*​

*Year 1 modules:*​
*Intro to East Asian Philosophical Texts - 20 credits*​
*Accounting for Non-Specialists - 10 credits*​
*Research Methodologies - 20 credits*​
*(Econ) Economic Controversies - 10 credits*​
*(Econ) Economics and Global History - 10 credits*​
*Organisational Behaviour - 20 credits*​
*(Econ Micro and Macro) Economic Theory & Applications - 30 credits*​
​
*Year 2 (2024) modules:*​
*(Econ) Theories of Growth, Value & Distribution - 10 credits*​
*(Econ) Intermediate Macroeconomics - 10 credits*​
*(Econ) Ethics and Economics - 10 credits*​
*From Study to Work - 10 credits*​

Please ensure that you provide full details about the economic components of your degree. We can only sift on the information you provide on the application so please ensure you complete the form as full as possible. Once submitted, you will not be able to edit your application. As we have already stated all degrees must include Macro and Microeconomics, please remember to clearly state this on your form.

1. **Presift - Online test review and pass mark set.**

*This is an internal recruitment administrative process which will take place after the application deadline. Once the pass mark for the test is set, you will receive your result via Civil Service Jobs*. If we receive a large volume of applications, we may set our pass mark higher than the Civil Service online test minimum (benchmark) standard.

1. **Sift**

In the application, as previously mentioned, you will be asked to provide a 250-word written statement against two Civil Service Behaviour criteria, which are as follows:

* + Communicating and Influencing
	+ Working together

In sifting the applications to decide which candidates to consider for interview, we will review your qualification details and the section on behaviours, so do try and think of examples which best demonstrate these. As previously mentioned, we recommend the use of the STAR model to write your answers. Candidates who are successful at the sift stage will be considered for interview at any of the participating Departments. Interviews are likely to take place virtually, but please take note that this will be confirmed by the interviewing department.

Candidates who are unsuccessful at the sift stage will not be given any feedback or comments.

1. **Interview at a GES department**

If successful at the sift stage, you will be informed of your interview date by one of the participating departments. In the interview, candidates will be assessed on two technical skills: **Microeconomics** and **Macroeconomics**, in addition to the Civil Service Behaviour of **Managing a Quality Service,** through competency style questions.

Students will be asked to provide a reference from their university economics tutor, confirming their suitability for an economist placement at the ‘invitation to interview’ stage.

The outcome of the interview will be communicated to candidates via the Recruitment portal notification system.

1. **Placement Offer**

Successful candidates will be allocated to one of the government departments participating in the scheme. All candidates will be offered a role based on merit and location preference will be taken into consideration but is not guaranteed.

Please note that some departments require candidates to have a UK footprint for 5 years (resided in the UK for the last 5 years) and no period longer than 3 months outside of the UK to get security clearance e.g., HMT, and some other departments. Please make sure that you have all your documents ready to avoid any delays during allocation and onboarding processes.

Allocations will be made in merit order based on interview scores. We will endeavor to place you into one of your top three location preferences, however due to large numbers of applications this is not always possible.

Occasionally, a department might withdraw from the scheme before placements are offered or there could be more successful candidates than available placements. In such cases, applicants will be placed on the reserve list. The reserve list is open for 3 months.

If you are offered a role with a government department, you will be sent an email with the contact details of your department. Your department will then be in touch to commission security checks. You cannot start your placement until security checks are cleared.

You should address any questions regarding your role and contract to the department you have be allocated to in the first instance.

In the Civil Service, we have ambitious plans to level up career opportunities for people across the UK and have more roles outside of London. This will mean that there are better career opportunities for you across the UK, offering varied roles for diverse talents that reflect the people we serve, and in the process bringing decision-making to communities.

**Pre-appointment checks**

After placement offers have been sent out, your department will begin pre-appointment checks including security clearance. Some departments – but not all – require candidates to have lived in the UK for 3 to 5 years and to have spent a period no longer than 3 months or more at any given time outside of the UK to obtain security clearance. If successful, you may be required to undergo security vetting. You therefore must hold, or be willing to obtain, security clearance to CTC/SC level depending on the department you are allocated to. More information about the vetting process can be found at the following link [Security Vetting and Clearance Guidance.](https://www.gov.uk/guidance/security-vetting-and-clearance)

## 3. Scheme’s timetable

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| Thursday 3 October 2024 | Applications Open and online tests begin |
| Friday 18 October 2024 **13:55pm** | Closing date for applications |
| November 2024 | Candidate applications to be sifted |
| December 2024 | Candidates informed if successful at sift and interviews to take place. |
| Late January 2025 | Candidates to be allocated to departments. |

**Please note that these dates may be subject to change due to unforeseen circumstances.**

**General Queries**

If you have any queries regarding the application form, or application process, please do not hesitate to contact us gesrrecruitment@hmtreasury.gov.uk

When emailing, please let us know what role you are referring to, i.e., GES Summer Scheme 2025, as we run several recruitment schemes at once.