Department of Health & Social Care

disability confident LEADER

Monitoring form

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Introduction

You are required to fully complete this form as part of your application, and submit it with your supporting letter and CV.

For any questions where you are not required to provide personal data, you are given a 'Prefer not to say' option. If any such question is not completed, we will presume the response is 'Prefer not to say'.

If you need any help completing this form or would like it in an alternative format, please contact the Public Appointments team at appointments.team@dhsc.gov.uk or call 0113 254 541.

Data protection

In line with government policy, and in accordance with the provisions of the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR, the information you provide in this form will be held confidentially.

The Department of Health and Social Care (DHSC) will hold the personal data you provide in this form for up to 2 years after the appointment is announced or if appointed, for up to 2 years after you finish your term of appointment. Your rights as a data subject can be found in our privacy policy.

About this form

You must complete all sections of this form.

'Annex A - data protection information' sets out why we are collecting the data and who the data may be shared with for each of the 5 sections.

Once complete, you should submit your application (CV, supporting letter and this form to appointments.team@dhsc.gov.uk.

Applicant details

What is your name?

What role are you applying for?

What your telephone number?

Section 1 - disqualification, conflicts and standards in public life

For more information on why we are collecting the data and who your data may be shared with, see Annex A.

Disqualification from appointment

Please see the candidate information pack for guidance on disqualification.

Are you currently disqualified from appointment?

Select from list:
No
Yes

If yes, please provide brief details here and further details in your supporting letter.

If yes, and if you are currently disqualified due to another role or roles you hold, would you be willing to stand down from your other roles in order to take up the appointment?

Select from list:
No
Yes

Conflicts of interest

Please see the candidate information pack for further guidance.

Do you or a party related to you have any interests that might be relevant to the role to which you are applying, and which could lead to a real or perceived conflict of interest should you be appointed?

Select from list:
No
Yes

If yes, please provide brief details here and further details in your supporting letter.

If you were offered the role to which you are applying, would you be willing to relinquish any interest (for example, standing down from a role you currently hold if it was considered to be an unmanageable conflict?

Select from list:
No
Yes

Note: if your application is successful, prior to any appointment letter being issued you may be asked to complete and return a declaration of interests form.

Standards in public life and ensuring public confidence

Please see the candidate information pack for further guidance.

You should include a declaration if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this
- you are subject to a current police investigation
- there are any previous or pending personal conduct issues where:
    - a complaint or personal conduct issue has either been upheld or partly upheld
    - an investigation that relates at least in part to your personal conduct is to take place but it is yet to start, or a similar such investigation is underway, but it is yet to conclude
    - a complaint or personal conduct issue is current, but at the time of your application it is yet to be confirmed whether or how it will be investigated further
- there are any possible reputational issues arising from your past actions or public statements that you have made (including through social media and blogs)
- there are any other matters which may mean you may not be able to meet the requirements of the Code of conduct for board members of public bodies

Are there any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to ministers or the body or cause public confidence in the appointment to be jeopardised?

Select from list:
No
Yes

If yes, please provide brief details here and further details in your supporting letter.

Note: any issues that you have identified in answer to the above questions (on disqualification from appointment, conflicts of interest and standards in public life and ensuring public confidence may be explored with you if you are invited to interview.

Social media

Do you publish on X (formerly known as Twitter)?

Select from list:
No
Yes

If yes, what is your @handle or username?

Do you publish on LinkedIn?

Select from list:
No
Yes

If yes, what is your LinkedIn profile name and links?

If you publish on any other social media platforms that can be viewed by the general public, please give your handles, usernames and links.

Section 2 - diversity data

For more information on why we are collecting the data and who your data may be shared with, see Annex A.

Sex and gender identity

What is your sex?

Select from list:
Male
Female
Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

Select from list:
No
Yes
Prefer not to say

What is your gender if it's not the same as your sex registered at birth?

Disability

See information about recording a disability when you apply for a public appointment for guidance on whether these questions on disability and long-term conditions apply to you.

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Select from list:
No
Yes, a little
Yes, a lot

If you have answered yes to any physical or mental health conditions or illnesses lasting or expected to last 12 months or more, does your condition or illness (or do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Select from list:
No
Yes, a little
Yes, a lot
Prefer not to say

If you have answered yes, do any of these conditions or illnesses affect you in any of the following areas?

Select from list:
Vision (for example blindness or partial sight)
Hearing (for example deafness or partial hearing)
Mobility (for example walking short distances or climbing stairs)
Dexterity (for example lifting and carrying objects, using a keyboard)
Learning, understanding or concentrating
Memory
Mental health
Socially or behaviourally (for example associated with autism spectrum disorder (*ASD)
Stamina or breathing or fatigue
Other
Prefer not to say

* ASD includes Asperger's, or attention deficit hyperactivity disorder (ADHD)

If you selected any other, please specify your condition or illness.

Ethnicity

Which one of the following options most accurately describes your ethnic group or background?

Select from list:
Arab
Asian or Asian British - Bangladeshi
Asian or Asian British -Indian
Asian or Asian British - Pakistani
Asian or Asian British - any other Asian background (please specify below)
Black or black British - African
Black or black British - Caribbean
Black or black British - any other Black or black British background (please specify below)
Mixed or multiple ethnic groups - white and Asian
Mixed or multiple ethnic groups - white and black African
Mixed or multiple ethnic groups - white and black Caribbean
Mixed - any other mixed or multiple ethnic background (please specify below)
White - English, Welsh, Scottish, Northern Irish or British
White - Irish
White - Gypsy or Irish Traveller
White - any other white background (please specify below)
Other ethnic group (please specify below)
Prefer not to say

If you selected other ethnic group, please specify your ethnic group.

Age

What was your age group at your last birthday?

Select from list:
16 to 24
25 to 34
35 to 44
45 to 54
55 to 64
65 to 74
75 to 84
85 and over
Prefer not to say

Sexual orientation

What is your sexual orientation?

Select from list:
Gay or lesbian
Heterosexual or straight
Other (please specify below)
Prefer not to say

If you selected other, please specify your sexual orientation.

Religion or belief

What is your religion or belief?

Select from list:
Buddhist
Christian (including Church of England, Catholic, Protestant & other Christian denominatior
Hindu
Jewish
Muslim
Sikh
Other (please specify below)
No religion or atheist
Prefer not to say

If you selected 'other', please specify your religion or belief.

Principal residence

Which region does your principal residence fall within?

Select from list:
East of England
East Midlands
London
North East
North West
South West
South East
West Midlands
Yorkshire and Humberside
Wales
Scotland
Nothern Ireland
Other (please specify below)
Prefer not to say

If you selected 'other', please specify your principal residence.

Professional background

Which occupational sector best describes your main employment?

Select from list:
Mostly civil service
Mostly private sector
Mostly third sector
Mostly wider public sector
Mixed
Other (please specify below)
Prefer not to say

If you selected other, please specify the occupational sector that best describes your main employment.

Section 3 - reasonable adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, and/or long term conditions, covered under both the Equality Act 2010 (England, Scotland & Wales) and Disability Discrimination Act 1995 (Northern Ireland), are not substantially disadvantaged when applying for committee appointments.

We aim to create an accessible and supportive experience that allows every applicant to demonstrate their full range of talents and perspectives and work closely with applicants to ensure that any necessary reasonable adjustments are in place to remove any barriers. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of changes are:

- ensuring that application forms are available in different or accessible formats
- making adaptations to interview locations
- allowing candidates to present their skills and experience in a different way
- giving additional detailed information on the assessment process to allow candidates time to prepare themselves
- allowing support workers, for example sign language interpreters
- making provision for support animals to attend

Do you require any reasonable adjustments to be made to support your application?

If you do require reasonable adjustments, please provide a brief description of your requirements. Please include the best form of communication for us to contact you in case we require further detail.

Select from list:
No, I do not require any reasonable adjustments to be made to support my application
Yes, I do require reasonable adjustments to be made to support my application

If you are invited for interview, we will contact you again to discuss if there are any adjustments you require in preparation for, or for attendance at, your interview. We also welcome suggestions and feedback to improve our offer on reasonable adjustments throughout the recruitment process.

Section 4 - Disability Confident scheme

For more information on why we are collecting the data and who your data may be shared with, see Annex A.

DHSC values and promotes diversity. We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom.

We are a member of the government's Disability Confident scheme. We use the Disability Confident scheme symbol to show our commitment to good practice in appointing disabled people. The scheme helps us to recruit and retain the expertise of these applicants, supporting their journey into leadership roles in public life.

As part of the scheme, the panel will aim to offer an interview to those who meet the essential criteria for the role, set out in the advertisement, and who have asked that their application be considered under the scheme. If a high volume of applications is received, the panel will ensure that a proportionate number of interviews are offered to disabled applicants that meet the minimum criteria, rather than all of those candidates.

Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'essential criteria' we mean that you must provide evidence which demonstrates how you meet the level of competence required under each criteria. This does not mean that all disabled applicants are entitled to an interview.

To be eligible for the Disability Confident scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you consider yourself to have a disability, do you wish to apply under the Disability Confident scheme?

Select from list:
No, I do not
Yes, I do

Whether you apply under the scheme or not, if you are invited for interview, we will contact you again to discuss if there are any adjustments you require in preparation for, or for attendance at your interview.

However, if you would like to inform us at this stage about your specific needs for a potential interview or would like to give us more information, please contact the ALB Public Appointments team at appointments.team@dhsc.gov.uk

Section 5 - declaration

I declare that all the information I have provided in my CV, supporting letter and in this form is correct to the best of my knowledge. I also certify that I will immediately inform the DHSC of any changes in circumstances that affect the answers I have given.

By which title would you like us to refer to you in correspondence?

Please state your first name.

Please state your surname.

Please state the date of declaration.

Please state the date of declaration.

Recruitment

To help us target our recruitment activity and effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about the vacancy.

How did you find out about this vacancy?

Select from list:
Arm's length body or committee website
DHSC Appointments X.com (Twitter) account
DHSC Linkedin pages
Networks or word of mouth
Newspaper or journal
Other, including any other website or social media (please specify below)

If you selected 'other', please specify where.

Public appointments events and vacancies

Periodically, Cabinet Office and other government departments arrange events to which applicants for public appointments may be invited. We also receive requests from them seeking names, CVs and contact details of candidates that might have suitable skills to apply for public appointments. We also receive requests from chairs of our arm's length bodies for the same information on candidates that might be suitable for non-executive director roles on their board.

Do give your consent for your CV and contact details to be shared for the purposes of public appointment vacancies as described above?

Select from list:
Yes, I give my consent
No, I do not give my consent

Do give your consent for your CV and contact details to be shared for the purposes of public appointment events as described above?

Select from list:
Yes, I give my consent
No, I do not give my consent

Submit your application

If you have all sections of this form, please submit your application, CV, supporting letter and this form to appointments.team@dhsc.gov.uk.

Thank you for taking the time to complete and submit your application.

Annex A - data protection information

The annex gives information for each section on why we are collecting your data and who it may be shared with.

Section 1 - disqualification, conflicts and standards in public life

Why we are collecting the data

It is important that those assessing your application are assured that you are not disqualified from appointment for the role for which you have applied, or have unmanageable conflicts of interests, and you can meet the required standards for serving on a committee or board. Further guidance is contained in the information pack.

Who your data may be shared with

Your response to questions in this section will be made available to the advisory assessment panel considering your application.

Section 2 - diversity data

Why we are collecting the data

We are committed to making public appointments that reflect the diverse communities our public bodies serve.

By collecting diversity data, DHSC can analyse anonymised data to see if we are attracting a diverse range of people to our roles and how successful candidates are at each stage of selection.

The diversity information you provide will therefore help us to ensure that our recruitment processes are fair to all and help inform our strategies to attract diverse and talented candidates to public appointments.

By providing your diversity data you will also be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998.

You can select 'prefer not to say' if you would rather not answer any question in this section.

Who your personal data may be shared with

The information you provide in this section will not be used as part of the selection process. It will not be made available to the advisory assessment panel considering your application or any other individual outside of the ALB Public Appointments team.

DHSC will hold the personal data you provide in this form for up to 2 years after the appointment has been announced, or if you are appointed, for up to 2 years after you finish your term of appointment.

Who your anonymised data may be shared with

Anonymised data from the answers to questions in this section is collected from candidate returns. The data is shared with DHSC IT suppliers, identified as processors, in order to securely collect and store the data.

Anonymised data will only be used by DHSC for statistical purposes. No information will be published which allows any individual to be identified.

We may also be asked to provide anonymised data in response to Parliamentary questions and other public enquiries.

Section 3 - reasonable adjustments

Why we are collecting this data

We want to ensure our recruitment process is as accessible as possible so that no one is deterred from applying and candidates have a fair and equal chance to prove themselves. If you do or may need reasonable adjustments to be made to support you in your application, and you tell us what support you need, we can then aim to provide you with that support.

Who your data may be shared with

Information you provide on any reasonable adjustments you require will not be shared outside of the department, with 2 potential exceptions. Firstly, subject to the adjustments you require, members of the advisory assessment panel may need to be briefed on how an element of the assessment process needs to be adjusted for you, for example if an interview is to be handled differently.

And secondly, on occasions a third party may be commissioned to support you in for example, attending an interview. The third party is not permitted to use your data for any other purposes or retain your data beyond the lifetime of the recruitment process.

Section 4 - Disability Confident scheme

Why we are collecting this data

In order to guarantee an interview to all disabled candidates (as defined by the Equality Act 2010) who satisfy all the essential criteria for the role and wish to be considered under the Disability Confident scheme, we need candidates to declare a disability and that they wish to be considered under the scheme.

To be eligible for consideration under the scheme, you must be considered disabled under the Equality Act 2010.This means that you must have or have had in the last 12 months, a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes those whose disability has lasted, or is likely to last, for 12 months, or if the disability or condition is likely to progress or recur.

Who your data may be shared with

If you have applied through the scheme, we do not share this information with the advisory assessment panel until after the shortlisting has concluded.

Following shortlisting, if you have met all the essential criteria for appointment, you will be offered an interview. The panel will be informed of this. If you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback.

If you are shortlisted for interview, we may also need to make the panel aware of any particular assistance that is to be put in place for interviews, depending on its nature, and likewise with a third party who we may commission to support you, for example, a speech facilitator. The third party is not permitted to use your data for any purposes or retain your data beyond the lifetime of the recruitment process.