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| **IMPORTANT INFORMATION** | | | **Reviewed 05/15** |
| Before completing this form, please confirm whether you fulfil the criteria specified below. (Please tick the boxes below) | | | |
| Confirmed leaving date in the next 6 months from police force, civil service or military. |  | Leaving Date: | |
| Please note that if you have left the Civil Service within the last two years or will shortly be leaving the Civil Service, please enclose evidence of your final Civil Service salary and final service date. If you are successful in your application to the Civilian Stabilisation Group, this will help us to confirm your rate as a Deployable Civilian Expert. | | | |
| Substantial experience working in conflict-affected and fragile states, with significant field experience as outlined in the Profile for your chosen Category |  | | |
| Have strong technical skills in stabilisation disciplines (please refer to the profiles for each category on our website) |  | | |
| Knowledge of the UK policy making environment and key cross-government decision making mechanisms |  | | |
| Dynamism; a flexible approach to problem-solving |  | | |
| The ability to work independently and be self-reliant |  | | |
| The ability to represent HMG and to continue to perform well when operating in hostile, conflict environments |  | | |
| Able and willing to obtain UK security clearance to at least BPSS (Baseline Personnel Security Standard) level\*  **Membership of the Civilian Stabilisation Group is conditional on obtaining Baseline Personnel Security Standard (BPSS) clearance: this will require your active engagement in the administrative process.**  *Please refer to section 10. Security Clearance for more information.* |  | | |
| Have you applied to join the Civilian Stabilisation Group previously? If so please state when and whether this was a CSSC, DCE or PSVI application. |  | | |

**HEO DCE APPLICATION FORM**

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| **1. Your Details** | | | | | | | | | | |
| Title: |  | First Name: | |  | | | Surname: | |  | |
| Home Address | | Postcode: | | | | | | | | |
| Telephone number: | | Home: |  | | | Mobile: | |  | | |
| Email: | |  | | | | Nationality: | | | |  |
| Are you currently resident in the UK? | | | | | Yes  No | If no please state country of residency: | | | | |

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| **2. Function Area** |
| Please specify which Operations Category you are applying for. Your application should be tailored to the profile for your chosen Category; please refer to the Functional Area Breakdown and Profiles on [our website](http://www.stabilisationunit.gov.uk/how-to-get-involved/civilian-stabilisation-group/dce.html).  **Please only indicate one category from the Operations function area below.**  When your application is reviewed it may be decided that the skills and experience demonstrated in your application better fit another Function Area or Category, so please be aware that you may be interviewed against a Category other than the one you applied for. |
| Operations Category: |

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| **3. Interview Dates** | | | | | |
| Interview slots are given on a first come first basis and applicants are asked to choose up to three dates and times that they will be available. **Unfortunately, we do not conduct interviews via Skype or Telephone and travel arrangements for interviews are made at the applicants own expense**. Please indicate two preferred choices of interview date and time. | | | | | |
| **Function Area** | 9:15-10:15 | | 11:00-12:00 | 13:30-14:30 | 15:15-16:15 |
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| **Operations** | July 28th |  |  |  |  |
| September 15th |  |  |  |  |
| September 22nd |  |  |  |  |
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| \**Please note you will only be called for interview, if you pass the competency and technical assessmets of your application.* | | | | | |

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| **4. Current and Previous Employment** | |
| Dates: From  To | Position held & Main Duties: |
| Employer: |
| Country : |
| Dates: From  To | Position held & Main Duties: |
| Employer: |
| Country : |
| Dates: From  To | Position held & Main Duties: |
| Employer: |
| Country : |
| Dates: From  To | Position held & Main Duties: |
| Employer: |
| Country : |
| If you have worked for the EU, UN, Civil Service, Police or Military in the UK or overseas; **please state your highest substantive grade/rank reached (In each relevant organisation)**: | |
| If you wish to provide additional details on your current and previous employment, please use the ‘Additional Information’ box below | |

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| **5. Education & Training** | | |
| Please list your professional and vocational training, including professional memberships and indicate the highest level of academic qualification gained. Please include details of any hostile environment training. | | |
| Date | Qualification | Details |
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| **6. Languages** | | | |
| Language | Oral | Reading | Written |
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| If you wish to give details of additional language skills, please use the ‘Additional Information’ box below | | | |

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| **7. Your interest in becoming a DCE** |
| Please give a brief explanation of why you are interested in working with the Stabilisation Unit. |
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| **8. Skills, Knowledge and Experience** |
| Please explain how your skills, knowledge and experience to date demonstrate your ability to carry out the main duties highlighted in the profile for your choice of Function Area and Category you have selected in section 2 above. You are advised to follow the sequence in the profile. |
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| **9. Behavioural Competencies** | |
| All applicants to the Civilian Stabilisation Group are required to demonstrate the Civil Service Competencies listed in the profile they are applying for: please note that you are expected to provide evidence at Level 3 (HEO/SEO). For more detail on the Civil Service Competency Framework please visit [our website](http://www.stabilisationunit.gov.uk/how-to-get-involved/civilian-stabilisation-group/dce.html).  Application forms will be sifted on competency examples first, before being assessed on the technical content. Each competency will be scored and a minimum score is required to proceed to technical sift; you are advised to familiarise yourself with the Civil Service Competency Framework and how to structure examples before completing this section of the form.  When providing evidence for the competencies please use a specific example and make sure your answer is clear, concise and informative. You should explain the situation you faced, the task you had to complete, any action you took and the result of your actions, including what you accomplished and learnt through that situation.  Please limit your text to 250 words per competency. | |
| **Civil Service Competencies** | |
| Competency 1 |  |
| Competency 2 |  |
| Competency 3 |  |
| Competency 4 |  |
| **Civil Service International Competencies** | |
| Engaging Internationally |  |
| Demonstrating Resilience |  |

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| **10. Security Clearance** | |
| Some work undertaken by Stabilisation Unit and Foreign and Commonwealth Office (FCO) secondees requires UK Government security clearance or National Security Vetting (NSV), on occasion to a high level. Please note that if you are not a British Citizen, or if you are a British Citizen but have not resided in the UK for lengthy periods, these higher levels of security clearance may be very difficult to obtain which may prevent you from securing a position that requires this level of clearance. For higher levels of clearance you must be a UK national or resident in the UK for the last 5 years. Non-UK nationals with no UK residency can only obtain a limited security clearance equivalent if a level of clearance is held in the candidate’s own country and arrangements exist to recognise that security clearance in the UK.  **Membership of the Civilian Stabilisation Group is conditional on obtaining Baseline Personnel Security Standard (BPSS) clearance: this will require your active engagement in the administrative process.** | |
| If you have previously held UK clearance, give full details, including dates, level of clearance and issuing agency |  |
| Date last employed by UK HMG (if applicable) |  |
| Details of clearance held in another country (including country, issuing agency, level of clearance and dates) |  |
| Check this box if you attach any documentation and detail below | |

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| **11. Areas Willing to Work** | |
| Please use the drop down lists below to indicate the areas/countries where you would be willing to work | |
| Countries with a significant and operational UK military presence. E.g. Afghanistan |  |
| Countries (or areas within) with hostile environments and significant security concerns. E.g. Somalia, South Sudan, Occupied Palestinian Territories, DRC. |  |
| Countries (or areas within) which may have hostile environments, but lesser security concerns. E.g. Burma, Kosovo, Georgia. |  |
| International and Multilateral Institutions |  |
| If there are any other conditions or comments please state here: | |

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| **12. Assignments and Availability** | |
| We understand that your availability and the kinds of assignments that you will be interested in undertaking will vary over time; however it would be helpful to have an indication of the types of contract you are likely to want to undertake. Please tick all that apply. | |
| Short term assignments (weeks) |  |
| Medium term assignments (1-6 months) |  |
| Longer term assignments (6-12 months) |  |
| Comments: | |

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| **13. Where did you hear about us?** | |
| It would be helpful to know where you heard about applying to be a DCE: |  |
| If other please give details: | |

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| **14. Declaration** | | | |
| We will process your data in accordance with the Data Protection Act 1998. We will use your personal data to manage the Civilian Stabilisation Group and may from time to time contact you with information which may be of interest to you. Please [see here](https://www.gov.uk/government/organisations/department-for-international-development/about/personal-information-charter) for more information on how we process personal data.  I agree that the information I have provided through this application process can be used for future selection activity should I be accepted onto the Civilian Stabilisation Group: Yes  No  Please note that if you are successful in your application your membership will be for a **maximum term of 3 years**, at which point you will be asked to reapply. The Stabilisation Unit retains the right to review and potentially terminate your membership at any point within this 3 year period.  By making this application, the Stabilisation Unit understands that you are willing to undergo a medical check prior to any deployment and that you agree to be security cleared and will actively engage with the administrative process required to gain this clearance. If you have any queries regarding this please email [applications@stabilisationunit.gov.uk](mailto:applications@stabilisationunit.gov.uk).  I agree to the above and certify that the information provided is a true and accurate statement. | | | |
| Signed:  (*Please type your name if completing the form electronically)* |  | Date: |  |
| **Application checklist:**   * Completed application form (including Guaranteed Interview Scheme information below) * Completed CSG Diversity Monitoring Form * Up to date CV   **Please ensure you include the items listed above when submitting your application to** [**applications@stabilisationunit.gov.uk**](mailto:applications@stabilisationunit.gov.uk) **titling your e-mail ‘DCE Application – Your Name’** | | | |

Thank you for completing this application form. This will now be reviewed by an SU Civil Service staff member and the Function Manager for the function and category you have applied for. We will contact you within 8 weeks to let you know whether you have been selected for interview.

Please note: due to the volume of DCE applications received, we do not offer feedback to those unsuccessful at the sift stage. We are happy to provide written feedback to those who are unsuccessful after interview, on receipt of a written request within 14 days of the date of notification of interview outcome.

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| **Additional Information** |
| Please use the space below to give any additional information relating to sections 3 & 5 only. |
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| **Guaranteed Interview Scheme** |
| **Guaranteed Interview Scheme**  We operate a Guaranteed Interview Scheme (GIS).  This means that any applicant with a disability who satisfies the minimum competencies and essential criteria for an advertised post(s) is guaranteed to be shortlisted for interview.  To qualify for this scheme, applicants will need to (1) declare that they have a disability; and (2) confirm they wish to  apply under the GIS.  If successful, you will be asked to provide confirmation of your disability in the form of a letter from your GP or a  recognised medical body.  Applicants should complete the Request for Reasonable Adjustment section below, so that requested arrangements  could be made for the selection process.  Contact [applications@stabilisationunit.gov.uk](mailto:applications@stabilisationunit.gov.uk) to notify us of any  reasonable adjustments required for the selection process.  **Request for Reasonable Adjustment:**  Do you have a disability?  Do you wish to apply under the Guaranteed Interview Scheme? |