



INFORMATION FOR CANDIDATES

SEO SENIOR BUSINESS ANALYST

Table of Contents

WELCOME.....	3
EQUAL OPPORTUNITIES	4
INTERVIEW AND SELECTION.....	5
BACKGROUND.....	6
JOB DESCRIPTION – SEO Senior Business Analyst.....	7
PERSON SPECIFICATION.....	10
HOME OFFICE CORE COMPETENCY ASSESSMENT	11
IT PROFESSION CORE SKILLS	11
CONDITIONS OF SERVICE	13
EMPLOYMENT OF EX-OFFENDERS IN THE HOME OFFICE	15
PRE-EMPLOYMENT PROCEDURES	16
GUARANTEED INTERVIEW SCHEME	19

WELCOME

Dear Candidate,

Thank you for showing an interest in one of our positions within The UK Border Agency. These roles will help boost the capability and leadership and will help provide an enhanced project and service delivery capability so that we can meet the need of our customers.

Background

The UK Border Agency (UKBA) was formed in April 2008 to improve the United Kingdom's security through stronger border protection whilst welcoming legitimate travellers and trade. UKBA is an agency of the Home Office.

The Agency brings together the work previously carried out by the Border and Immigration Agency, Customs detection work at the border from Her Majesty's Revenue and Customs (HMRC) and UK Visa Services from the Foreign and Commonwealth Office (FCO). We are a global organisation with 25,000 staff, including more than 9,000 warranted officers, operating in local communities, at our borders and across 135 countries worldwide.

Following the creation of UKBA, the nature of IT service delivery is being restructured to the wider strategies for developing shared services across the Home Office via Home Office IT Shared Services (HOITSS). In July 2008, the UKBA Business Design and Development Directorate (UKBA BD3) was formed with the remit to focus on:

- Joining up the Agency's portfolio of projects and programmes to get better visibility of the overall change portfolio, impacts and dependencies
- Managing our future business applications strategy and development directly
- Supporting the UKBA business with the resourcing and delivery of its project/programme portfolio

Our Objectives

The UK Border Agency has three strategic objectives:

- We will protect our border and our national interests
- We will tackle border tax fraud, smuggling and immigration crime
- We will implement fast and fair decisions

We also support departmental strategic objectives of the Home Office, HM Revenue & Customs (HMRC) and the Foreign and Commonwealth Office (FCO).

As an executive agency of the Home Office, we support all the Home Office's strategic objectives. We lead on Home Office strategic objective 6 to secure our border and control migration for the benefit of our country.

Our enforcement activities actively contribute to the delivery of departmental strategic objectives belonging to HM Revenue & Customs and the Foreign and Commonwealth Office.

We lead on HM Revenue & Customs strategic objective 3 and contribute to strategic objectives 1 and 2.

- HM Revenue & Customs strategic objective 1 - improve the extent to which individuals and businesses pay the amount of tax due and receive the credits and payments to which they are entitled

- HM Revenue & Customs strategic objective 2 - improve customers' experience of HMRC and improve the United Kingdom business environment
- HM Revenue & Customs strategic objective 3 - reducing the risk of illicit import and export of material which might harm the United Kingdom's physical and social well-being

We contribute to Foreign and Commonwealth Office strategic objective 4 - support managed migration for Britain.

Our values

In September 2005 we launched our values, developed in consultation with our staff and stakeholders. Our values underpin how we will achieve our purpose and aims, and supplement the civil service values of integrity, honesty, objectivity and impartiality set out by Cabinet Office in the Civil Service Code.

- We deliver for the public
- We are professional and innovative
- We work openly and collaboratively
- We treat everyone with respect

Details on how we will protect your personal information and how you can find out more about our data protection process can be found in the UK Border Agency Information Charter.

EQUAL OPPORTUNITIES

The Home Office Equal Opportunities Policy Statement

The Home Office is dedicated to promoting equality, fairness and respect. We will create a working environment where diversity is recognised, valued and celebrated.

In delivering our business to our diverse society, we will take care to assess the impact of our policies on race, religion and belief, gender, gender identity, disability, sexual orientation and age equality.

Specifically we will aim to:

- Employ a workforce that reflects, at all levels, the diversity of society as a whole.
- Treat all our staff and customers with dignity and respect.
- Develop all our staff to realise their full potential.
- Ensure that our recruitment, selection, appraisal, training and career progression processes are fair, objective and free from bias or stereotyping; and take positive action to secure equality of opportunity.
- Take positive action to secure equality of opportunity.

INTERVIEW AND SELECTION

There will be a number of stages that will be used to assess and select candidates. The applicants who appear from the information available to have the best qualifications and experience will initially be interviewed by Harvey Nash. Successful candidates will then be invited to a UKBA interview that will be held either in Central London or Croydon.

Both interviews will be based on the competencies required for the post. Candidates should therefore be prepared to give (and discuss) clear examples of how they have demonstrated the competency. Candidates may also be required to give a short presentation as part of the interview process.

The UKBA interview panel will recommend the candidates considered most suitable for appointment to proceed to the third stage of the recruitment process, the assessment day.

Details of dates for interviews and core skills assessment will be agreed with candidates as they progress through the selection process. Following interview and assessment, successful candidates will be subject to checks on health, nationality and other matters before an appointment can be formally offered.

Pre-Employment Checks

If you are recommended for appointment, enquiries will be carried out into your nationality, health and other matters, to ensure that you are qualified for appointment. To enable these enquiries to be completed, we will need to see your original birth certificate and/or passport. When the enquiries are completed satisfactorily, it will be for UKBA to make you a formal offer of appointment. We may also require other forms of identification which will be confirmed should you be invited to attend an interview.

Full details of the pre-employment procedures are at the back of this pack.

Nationality:

This post is open to UK Nationals, British Nationals (Overseas), British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non EEA family members and Swiss nationals under the Swiss EU agreement. There must be no employment restriction or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for the last 3 years.

BACKGROUND

UKBA Business Design and Development Directorate

The UKBA Business Design and Development Directorate - BD3 - was formed in April 2008. Whilst its final shape is still emerging, it reflects a new operational model and brings together functionality that was previously in the Agency's Information Systems Directorate and the Information Management Directorate, as well as significant elements from Home Office IT. Our Directorate name reflects our lead role in:

Design: Providing advice early in the project; helping design business processes; and utilising the knowledge of the directorate, supported by the Design Authority.

Development: Providing resources to help deliver projects; using standard methodologies and tools; and providing control and governance.

Our key purpose is to:

- Support delivery of IT enabled business change
- Provide guidance, common standards and assurance to projects and programmes
- Help the business prioritise the portfolio
- Work with projects and programmes to optimise benefits realised across the portfolio
- Develop the IST strategy, architecture and methods, providing ownership and control over the strategic direction of UKBA applications
- Provide focused teams to align to UKBA business priorities (e.g. ID Management)

Our aims are to establish:

- A more joined up UKBA portfolio
- Common project methods used across the portfolio
- Better visibility of overall change portfolio, impacts and dependencies
- More efficient use of pooled internal and external resources
- Careers paths for UKBA BD3 staff
- A single interface to OCIO and government agenda
- More effective management of the technology suppliers to our business and our change programmes

UK BORDER AGENCY Business Design and Development Directorate (BD3)

JOB DESCRIPTION – SEO Senior Business Analyst

Salary: The salary range for this post is £37,000 - £41,000 (inclusive of LLA) salary will depend on your qualifications and on the quality of relevant experience you offer.

Reports to: Lead Business Analyst

Overview: We currently have numerous exciting opportunities for Senior Business Analysts across a range of IT enabled Projects and Programmes at the UK Borders Agency. These include some of the largest and most cutting edge projects both in government and in the UK.

If you have excellent analytical skills, a proven ability to deliver under pressure and strong interpersonal and communications skills, we can offer you challenging and interesting roles that will make a real difference.

In addition to competitive salaries and benefits, we actively support the career and personal development of our staff. We are an active participant in the Government IT Profession and have links to the British Computer Society.

What you could be working on: These roles will be based in the UKBA's Business Design and Development Directorate (BD3). The BD3 team supports the delivery of the Agency's change portfolio by providing specialist resources across project delivery and strategy. You will have the opportunity to work on a range of projects over your career with BD3.

Location: Base office is Croydon. Flexible working required between Croydon and other locations.

Job Description: The Job Description for this role provides an overview of typical activities will carry out in this role, together with the skills and competencies required.

Strategy and Architecture Team Vision:

“Project Delivery will be the recognised centre of excellence in designing and delivering UKBA IT enabled change projects, from project initiation through to final delivery to the UKBA.

The right people and tools to help the UKBA deliver the right solutions”

Objectives:

- Giving a clearly defined and measurable service to our customers
- Providing the role definition, training and support that Project Delivery members require
- Defining career development and progression within Project Delivery and BD3
- Delivering the full end-to-end implementation of IT enabled business change to add value to the UKBA
- Ensuring that Project Delivery is aligned and works in a seamless way with the rest of BD3
- Providing the right resource to meet the demand

Responsible For:

Business Analysts will not be responsible for all activities list below. The focus of the role and skills will be on two or more areas with the opportunity to develop skills across other areas

- To define both functional and non functional business requirements for both business change and IT enabled business change projects
 - Provide analysis to the UKBA Business as necessary for the correct articulation and prioritisation of their requirements
 - To document business requirements and understand business priorities to ensure that user's needs are accurately reflected in the UKBA portfolio
 - To ensure that business requirements are effectively translated into detailed functional and technical specifications from which appropriate business systems can be implemented or existing systems enhanced, documenting these in accordance with UKBA methods and practices, using accepted methodologies
 - Assist the Project Managers in ensuring the suitability of the IT provided solutions to meet the business requirements
 - Provide analysis support to the UKBA Business as necessary for the derivation of options and supporting recommendations (incorporating both process and IT change) to meet the business requirements
- Assist Project Managers in ensuring all non-infrastructure related IT projects are fully tested based on the functional requirements
 - To carry out quality control activities around testing
 - Assure the functional specification defined by the supplier, and define the functional specifications if not carried out by the supplier
 - Engage with the business during user acceptance testing to ensure that the final service meets the requirements of the business
- To provide stakeholder management and communication skills to projects and the business
 - Effectively communicate to the business and stakeholders what changes are being made during the project lifecycle and ensuring that changes are communicated following service implementation
 - Seek out and tackles issues that will prevent the delivery of business benefits, facilitating open communication and discussion between stakeholders
 - Effectively communicate changes to business processes to the business via the website and appropriate channels
- To ensure the customer is planning for the changes to be implemented during the project lifecycle, and support them with business readiness activities
 - Determine the readiness levels of business users with regard to upcoming changes; uncovers readiness gaps and creates and implements action plans to close the gaps prior to go-live
 - Create business readiness plan, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities), user guidance and any wider business change activities required to integrate new processes or jobs into the "business as usual" environment and to successfully deliver the overall change package
- To support business partners in the creation of the project mandate, business case and benefits realisation
 - To assist in preparing business cases for proposed systems, identifying the benefits and costs
 - Monitor outcomes against what was predicted in the business case, and ensure that managers and staff are informed and involved throughout the change programme and fully prepared to exploit the new operational business environment once it is in place

- Engage with the Business Partners in the Business Relationship Management Team to ensure all areas of the business are covered and that the IT solutions put in place are aligned to the UKBA objectives and vision
- To map business processes for projects and analyse gaps for improvement and support projects with business process mapping
 - Responsible for Business Process Mapping to examine possible solutions and identify areas for change. Assist in the development of a baseline business architecture
 - Ensure that functional process teams have the necessary process design expertise or capability to develop business processes to the required standards
 - Provide training in process mapping
 - Design and produce process maps for UKBA
 - Ensure that legislation, policy and written guidance are linked to business processes
- Responsible for the creation of content for guidance and standards
 - Ensure that those responsible for policy and procedural subject matter work to consistent standards and use common tools
- Assist in the delivery of projects using appropriate project methodology, techniques and processes
 - Take responsibility for the management of project workstreams when appropriate
 - Provide IT project support to Project Managers

Special Conditions: None

PERSON SPECIFICATION

Knowledge/Experience/Qualifications:

Essential:

- The ability to produce concise and objective specifications of business need (both functional and non-functional requirements) and to articulate them in a way which supports Board level decisions across business, technical and financial management interests prior to initiating a project to fully define and implement a solution
- Significant experience in business or systems/technical or process analysis
- Solid analytical and requirements gathering skills
- Ability to deliver under pressure and to tight timescales.
- Good verbal, interpersonal, and written communication skills.
- Good presentation skills including confidence at working at all business levels
- Self-starter with the ability to show initiative and work without supervision

Desirable:

- Ability to conduct business and systems analysis within a full systems development lifecycle; (SDLC).Experience of Business Analyst methods including RAD/JAD, SSADM and UML
- Knowledge of new technology and approaches to IT development including Service Orientated Architecture (SOA)
- Experience of process design and improvement
- Holds a relevant professional body qualification or accreditation (for example ITIL or Prince2)
- Experience or working knowledge of case and workflow management systems
- Experience of working with or in Central Government
- Ability to enforce business requirements and guide the business in the implementation stage
- Ability to determine readiness levels with regard to upcoming changes and report on progress
- Advanced User for the Microsoft Office suite of Tools

HOME OFFICE CORE COMPETENCY ASSESSMENT

Home Office Core Competency Framework **Band** **Behavioural Indicator**

COMMUNICATION

Write effectively C Present complex written information effectively on a range of issues, using appropriate methods

ANALYSIS AND USE OF EVIDENCE

Gather and manage information B - Ensure both the right depth and breadth of information and knowledge are applied;
- Actively share information with colleagues and applies best information management practice.

PROJECT AND PROGRAMME MANAGEMENT

Apply PPM tools B Understand and apply PPM techniques relevant to delivery of business objectives in my work area

IT PROFESSION CORE SKILLS

Skills Framework for the Information Age (v4) **Level** **Descriptor**

STRATEGY AND ARCHITECTURE: *Advice & Guidance*

Consultancy 5 Provides well-informed advice, typically within a specific technical specialism, ensuring that it is properly understood and appropriately exploited, to enhance the effectiveness of significant activities.

STRATEGY AND ARCHITECTURE: *Technical Strategy and Planning*

Methods and Tools 4 Provides expertise and support on use of methods and tools.

BUSINESS CHANGE MANAGEMENT: *Business Change Management*

Business Analysis 4 Investigates operational requirements and problems, seeking effective business solutions through improvements in automated and non-automated components of new or changed processes. Assists in the analysis of the underlying issues arising from investigations into requirements and problems and identifies available options for consideration. Works with clients/users in defining acceptance tests.

Change Implementation Planning and Management 5 Creates business readiness plan, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new processes or jobs into the 'business as usual' environment. Determines the readiness levels of business users with regard to upcoming changes; uncovers readiness gaps and creates and implements action plans to close the gaps prior to going live. Assists the user community in the provision of transition support and change planning and liaises with the project team. Reports progress on

business readiness targets, business engagement activity, training design and deployment activities, key operational metrics and return to productivity measures. Defines the series and sequence of activities to bring stakeholders to the required level of commitment, prior to going live.

BUSINESS CHANGE MANAGEMENT: *Relationship Management*

Stakeholder Relationship Management	5	Develops and manages one or more defined communication channels and/or stakeholder groups. Initiates communications between stakeholders, acting as a single point of contact for defined groups. Facilitates open communication and discussion between stakeholders. Captures and disseminates technical and business information. Facilitates the business change decision-making processes and the planning and implementation of change.
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SOLUTION DEVELOPMENT AND IMPLEMENTATION: *Human Factors*

Systems Ergonomics <i>(Desirable)</i>	3	Applies ergonomics tools and methods to allocate functions, design user interaction and users' jobs.
Usability Requirements Analysis <i>(Desirable)</i>	3	Applies tools and methods to identify the non-functional requirements of users, their characteristics and tasks, and the technical, organisational and physical environment in which the product or system will operate.

CONDITIONS OF SERVICE

Contract length: Permanent.

Pension: This post is pensionable. The Civil Service offers a choice of a career average and stakeholder pension, giving you the flexibility to choose the pension that suits you best.

Nuvos - A high quality, index-linked defined benefit pension scheme, payable at 65, that currently has a 3.5% member contribution rate. We also make contributions and meet the bulk cost of the scheme.

Partnership Pension Account - This pension account provides a way of saving for retirement. The department will make contributions to a stakeholder pension, which is a form of personal pension. The department contribution will vary according to your age at the beginning of the tax year. You may decide how much you want to contribute, but you do not have to contribute anything. If you do contribute, the department will match your contributions up to a maximum of 3% of pensionable earnings. Further information about these schemes will be made available on appointment.

If you previously worked for an employer who participated in the Civil Service Pension Scheme, different conditions may apply, as may your benefits if you left the Civil Service with an early retirement, severance, or redundancy package.

You can find information about the pension arrangements on the Civil Service Pensions website www.civilservice-pensions.gov.uk, or you can speak to the pensions administrator, Home Office Pension Service, telephone number 0845 000 0012.

Age of retirement:

The minimum pensionable age of most civil servants is 60. At that age civil servants may retire, or be retired if applicable, with the immediate payment of benefits under the PCSPS.

The retirement age is 65, extensions of service beyond 65 are likely to be in exceptional circumstances as well as continuing to be subject to performance management, attendance and disciplinary requirements that is applicable to all staff irrespective of age and subject to the business needs of the Department.

Hours:

You will normally be required to work a 5 day week of 36 hours excluding meal breaks.

Annual leave:

25 days: plus you are also entitled to 8 days' public holiday and 2.5 days privilege leave to be taken at fixed times of the year. (Pro-rata for P/Time)

Probation:

You will be on probation for a period of up to 6 months unless you are already an established civil servant who has satisfactorily completed a probation period. Your performance, conduct and attendance will be monitored and reviewed. You will be required to serve a period of probation starting from the confirmed date of permanent appointment. This is normally for a period of six months with initial reviews at three and five months.

Health Standard:

For a permanent appointment you must be able to give regular and effective service.

You will be asked to complete a health declaration, and, if necessary, to attend a medical examination.

No Smoking Policy:

The Home Office operates a no smoking policy in all premises and smoking facilities are not provided.

Confidentiality:

You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Security Clearance:

The posts covered by this scheme of recruitment require security clearance.

If you are recommended for appointment you will be asked to complete a security questionnaire, which will explain the Government's vetting policy.

Candidates are normally required to have a minimum period of three continuous year's residence in the UK before they can be considered for security clearance.

You should be aware that a lack of sufficient background information may preclude you from being granted security clearance.

Relocation expenses:

All those appointed, including serving Civil Servants, will have to pay their own relocation expenses.

Outside activities:

As a Civil Servant you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of your department or be inconsistent with your official position. Subject to these conditions, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek prior permission.

You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

The Home Office as an employer:

We have staff support networks which play a role in engaging with business areas on their policy work. As part of our commitment we have a 3 Year Diversity Strategy that drives our delivery of 5 strategic aims:

- Managers at all levels demonstrate effective leadership on equality and diversity
- Potential of under- represented groups developed to create a representative workforce at all levels
- A working environment where staff respect and value each other's diversity
- Effective Home Office implementation of statutory obligations on equality and diversity
- Services delivered in a way that promotes equality and respects diversity

Retention of Personal Data:

The personal data which you have provided, and which we may request in connection with your application, will not be retained beyond 12 months should your application be unsuccessful. If you are appointed to the posts applied for, your personal data will only be used for the purposes of Personnel Management.

Benefits:

- Pro-rata for part time where applicable
- Annual performance related pay reviews
- 25 annual leave days
- 10.5 public holidays per year to be taken at fixed times of the year.
- Paid paternity leave (subject to eligibility).
- 26 weeks paid maternity leave (subject to eligibility).
- The Home Office Sports and Social Association - HOSSA (optional).

Opportunities:

We aim to employ a workforce that reflects, at all levels, the diversity of society as a whole. All our permanent staff are recruited through fair and open competition. We take care to assess the impact of our policies on race, religion and belief, gender, gender identity, disability, sexual orientation and age equality. All of our recruitment is governed by the Office of the Civil Service Commissioners Recruitment Code – this is available online at: www.civilservicecommissioners.gov.uk.

If you feel your application has not been treated in accordance with the code and you wish to make a complaint you should contact Stephen.Blaszczyk@homeoffice.gsi.gov.uk if you are not satisfied with the response you received from the department, you can contact the Office of the Civil Service Commissioners.

Guaranteed Interview Scheme for Disabled Persons:

The Home Office operates a guaranteed interview scheme for people with disabilities (as defined by the Disability Discrimination Act 1955). If you wish to apply for consideration under this scheme, please complete the relevant section of the application form including any special arrangements you may require at the assessment centre. This will enable us to make the appropriate arrangements, if necessary.

EMPLOYMENT OF EX-OFFENDERS IN THE HOME OFFICE

POLICY STATEMENT

This statement applies to the central Home Office and the UK Border Agency.

GENERAL PRINCIPLES

- The principle responsibilities of the Home Office are to protect the public and to secure our borders. We work with the police and security agencies to ensure we do all we can to achieve these objectives.
- These responsibilities mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service.
- We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.
- However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us. This will depend on the nature of the position; the circumstances, seriousness and background of the offence(s); whether or not the conviction is “spent” (“Spent” convictions need to be declared when applying for security clearance); the applicant’s openness shown in declaring the conviction.

PRE-EMPLOYMENT PROCEDURES

- We carry out our own pre-employment checks and security clearances which includes checks about an applicant's character and integrity.
- You should, in normal circumstances, bring a current, valid travel document (e.g. Passport) with you to your interview. EEA citizens are entitled to produce a National Identity Card or a Passport and should bring a residence card if they have one. Your interviewer will use the travel document to verify your identity and a photocopy of your document(s) will be taken to assist with other checks.
- If you are unable to provide a current, valid travel document the Department will, in exceptional circumstances, consider your representations. If these are accepted you will be subject to additional checks, based on other documentation. Non- EEA, Swiss, or Turkish Nationals will have to demonstrate that they have no time limit or restrictions on their stay. If you are successful at interview you might be required to produce your identity documents again before being offered a position.
- We exercise vigilance and rigour in the recruitment of staff who will be working in sensitive areas of Departmental business or with vulnerable groups. For example, where a position involves regularly caring for, supervising, training or being in sole charge of children under the age of 18 or vulnerable adults we will seek enhanced disclosure from the Criminal Records Bureau.
- All applicants are obliged to complete a Security Questionnaire or Criminal Convictions Declaration Form when applying for a position within the Home Office. The type of form to be completed depends on the level of clearance required for the post. In order for security clearance to be considered, certain pre employment enquiries for example, relating to identity, immigration, some financial and recent background checks will need to be undertaken. The relevant security form can be sent under separate, confidential cover, to authorised individuals and will normally only be seen by those who need to see it as part of the recruitment and vetting process
- We ensure that all those who are involved in the security vetting process have been suitably trained to identify and assess the relevance and circumstances of offences. We will consider issues such as the post for which the individual is applying, the nature and seriousness of the offence, the length of time since the offence was committed and the relevance of the conviction but each case will be considered individually on its merits
- Information about convictions or criminal activities provided as part of the recruitment process will be treated in confidence. A criminal record will not necessarily prevent an individual from gaining security clearance.
- The HO will maintain the confidentiality of any disclosures made and in asking for disclosures we trust the applicant to be honest about their background. Any failure to disclose relevant circumstances or information is likely to be regarded as evidence of unreliability and will be taken into account in assessing suitability for employment and security clearance
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of a contract where employment has already started and then information subsequently comes to light.



Please ensure you read and understand the following, and agree to be bound by it.

Please acknowledge this by signing below.

If you are successful at all stages of the application process and subsequently offered a position with the UK Border Agency you must not:

Give specific advice to, or write on behalf of, an applicant based on knowledge of the way the UK Border Agency operates which may give advantage to the applicant;

Use your official position to further your private interests or the interests of others;

Allow your name to be used as a referee in applications for naturalisation as a British citizen or British Dependant Territories citizen. It is improper for you as member of staff to support applications because the decision to grant or refuse is a matter within the Secretary of State's discretion. Nor should you allow your name to be used as a reference by anyone who is an applicant to the Department, to a local authority or other public body with which the Department holds an official relationship. There is, of course, no objection to your advising friends or others who may consult you about such matters, but unless officially authorised, you should not discuss the handling of an individual's application with them or the particular reasons for that discretion;

Engage in any occupation or undertaking, which might conflict in any way with the interests of the Department, or be inconsistent with your position as a civil servant. You may not in any circumstances act as an agent for applications for any form of British nationality, or for any renunciation of any form of British nationality.

All applicants are required to declare any areas of private interest where these may conflict with the interests of the Department. Where a conflict of interest exists employment will be refused. A civil servant must not subordinate their duty to private interests or put themselves in a position where their duty and their private interests conflict. Nor must they engage in any occupation or undertaking, which might in any way conflict with the interests of the Department or be inconsistent with their position as a civil servant. It is therefore essential that all applicants wishing to join the Department declare any potential conflicts of interest. For example, there will be a clear conflict between the interests of an individual who privately assists or advises those applying through the immigration process, and the official interests of the Department. Clearly the Department is unable to employ any person who engages in such activities.

The details given on this application are correct to my knowledge and belief. I understand that the data I have given will be processed in accordance with the Data Protection act 1998, and that the Home Office will make this data available to external business partners as part of the recruitment process.

I hereby give my permission for my details to be retained in connection with this application. I also understand that withholding relevant details or giving false information may result in my application being rejected or that I may be dismissed if I have already been appointed. I will undertake to notify any material changes to the information I have given above to the Personnel section concerned and understand that credit reference checks may be carried out.

Applicants Signature:

Date:

The UK Border Agency have the right to refer to a candidate's immigration records prior to and during their employment where there are grounds to consider the candidate's immigration status in relation to their application for this post.

Thank you for completing this form.



GUARANTEED INTERVIEW SCHEME

The Home Office is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by the Job Centre Plus. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

Applicants who consider themselves to have a disability and who meet the published essential requirements (minimum criteria) for the job will be guaranteed an interview.

For some posts applicants for jobs will be required to sit a core skills assessment on the basis of initial tests and/ or an application form. Where a disabled candidate meets the minimum criteria for invitation to a core skills assessment, this will be taken as fulfilling the requirements of commitment 1 of the Disability Symbol- the guaranteed interview. For these purposes, the core skills assessment will be regarded as the interview, whether or not an interview forms part of the selection process.

How do I apply?

Simply complete this form

Please give details of your disability, how it affects you and any special arrangements you require.

.....
.....
.....

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non- disabled people)

Declaration

I consider myself to have a disability and I would like to apply under the Guaranteed Interview Scheme

Name (please print).....

Signature..... Date.....

Any false declaration of disability to obtain an interview under the **Guaranteed Interview Scheme will subsequently invalidate any contract of employment.**