



## Monitoring form

**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](mailto:appointments.team@dhsc.gov.uk) or 0113 254 6138.

### **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.

DHSC will hold the personal data you provide in this form for up to two years after the appointment is announced or if appointed, for up to two years after you finish your term of appointment. Your rights as a data subject can be found in our privacy policy:

<https://www.gov.uk/government/publications/dhsc-privacy-notice/dhsc-privacy-notice>

### **About this form**

This form is split into six sections:

- [Section A](#) – Disqualification; Conflicts; and Standards in Public Life.
  - [Section B](#) – Diversity
  - [Section C](#) – Political activity
  - [Section D](#) – Reasonable Adjustments
  - [Section E](#) – Disability Confident
  - [Section F](#) – Signed Declaration.
- 
- In the [Annex: Data Protection information](#) we set out for each of Sections A to E, why we are collecting the data and who the data may be shared with.

## **Questions**

**What is your name?**

**What role are you applying for?**

**Contact telephone number:**

## **SECTION A: 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 please see [Annex A](#)

### **1. Disqualification from appointment**

Please refer to the Information pack for guidance on Disqualification.

Are you currently disqualified from appointment?

- ☐ 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/s you hold, would you be willing to stand down from your other role/s in order to take up the appointment?

- ☐ No
- ☐ Yes

### **2. Conflicts of interest**

Please refer to the 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?

- ☐ No
- ☐ Yes

If yes, please provide brief details here and further details in your Supporting letter:

If you were to be 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?

- ☐ No  
☐ Yes

If your application is successful, prior to any appointment letter being issued you will be asked to complete and return a Declaration of Interests form.

### **3. Standards in public life and ensuring public confidence**

Please refer to the Information pack for further guidance.

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? You should include declaring 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:
  - i) a complaint/ personal conduct issue has either been upheld or partly upheld
  - ii) 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
  - iii) a complaint/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. You can access this document at: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

- ☐ No  
☐ Yes

If yes, please provide brief details here and further details in your Supporting letter:

Please note that any issues you have identified in answer to questions 1 to 3 may be explored with you if you are invited to interview.

## **Social media**

Do you publish on any social media platforms that can be viewed by the general public?

### **Twitter**

☐ Yes

☐ No

### **LinkedIn**

☐ Yes

☐ No

If yes, please provide the name of your twitter handle/username and LinkedIn profile name and links:

Do you publish on any other social media platforms that can be viewed by the general public?

If so, please declare:

## **SECTION B: Your Diversity Data**

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#).

### **5. Sex and gender?**

What is your sex?

☐ Male

☐ Female

☐ I prefer not to say

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

☐ Yes

☐ No

☐ I prefer not to say

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

### **6. Disability**

Information on whether these questions on disability and long-term conditions apply to you, can be found on the [Public Appointments](#) website.

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

- ☐ No
- ☐ Yes
- ☐ I prefer not to say

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 / do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

- ☐ Yes, a lot
- ☐ Yes, a little
- ☐ No
- ☐ Prefer not to say

Do any of these conditions or illnesses affect you in any of the following areas?

- ☐ 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 or understanding or concentrating
- ☐ Memory
- ☐ Mental health
- ☐ Stamina or breathing or fatigue
- ☐ Socially or behaviourally (for example associated with autism spectrum disorder (ASD) which includes Asperger's, or attention deficit hyperactivity disorder (ADHD))
- ☐ Prefer not to say

## 7. Ethnicity

Please choose one of the following options that most accurately describes your ethnic group or background.

- ☐ Arab
- ☐ Asian / Asian British – Bangladeshi
- ☐ Asian / Asian British – Indian
- ☐ Asian / Asian British – Pakistani
- ☐ Asian / Asian British – Any other Asian background, please specify below
- ☐ Black / Black British - African
- ☐ Black / Black British – Caribbean
- ☐ Black / Black British - Any other Black / African / Caribbean background, please specify below
- ☐ Mixed / Multiple ethnic groups – White and Asian

- ☐ Mixed / Multiple ethnic groups – White and Black African
- ☐ Mixed / Multiple ethnic groups – White and Black Caribbean
- ☐ Mixed - Any other Mixed / Multiple ethnic background, please specify below
- ☐ White - English / Welsh / Scottish / Northern Irish / British
- ☐ White - Irish
- ☐ White – Gypsy or Irish Traveller
- ☐ White – Any other White background, please specify below
- ☐ Other ethnic group – Other, please specify below
- ☐ I prefer not to say

Specification of Other ethnic group:

## 8. Age

What was your age group at your last birthday?

- ☐ 16-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75-84
- ☐ 85 or over
- ☐ I prefer not to say

## 9. Sexual Orientation

- ☐ Gay or Lesbian
- ☐ Heterosexual / Straight
- ☐ Other
- ☐ I prefer not to say

## 10. Religion or belief

- ☐ Buddhist
- ☐ Christian (including CofE, Catholic, Protestant and all other Christian denominations)
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Other -
- ☐ No Religion or Atheist
- ☐ I prefer not to say

## 11. Principal Residence

Which region does your principal residence fall within?

- ☐ East
- ☐ East Midlands
- ☐ London
- ☐ North East
- ☐ North West
- ☐ South East
- ☐ South West
- ☐ West Midlands
- ☐ Yorkshire and Humberside
- ☐ Wales
- ☐ Scotland
- ☐ Northern Ireland
- ☐ Other
- ☐ I prefer not to say

## 12. Professional Background

Please tick the occupational sector box that best describes your main employment, if any:

- ☐ Mostly Civil Service
- ☐ Mostly Private Sector
- ☐ Mostly Third Sector
- ☐ Mostly Wider Public Sector
- ☐ Mixed
- ☐ Other
- ☐ I prefer not to say

## 13. Other public appointments held

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It does not include sitting as a school governor, being a magistrate or any positions within charities.

How many other public appointments do you currently hold?

- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 - 9
- ☐ 10 or more

☐ I prefer not to say

## SECTION C: Political Activity

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#).

### 14. Significant Political Activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

☐ No

☐ Yes

If yes, please indicate what and for which party/parties:

## SECTION D: Reasonable Adjustments

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#).

Government departments are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so. Some examples of common 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.

If as a result of a disability, an injury or other physical or mental health condition, you require support to make an application and/or adjustments to the application process to be made, we will aim to do whatever we reasonably can to accommodate your request.

Please tick the appropriate box:

- ☐ I do **not** require any reasonable adjustments to be made to support my application
- ☐ I **do** require reasonable adjustments to be made to support my application.



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

If you would find it helpful to discuss adjustments that you do or may need in applying for a role, please contact the Public Appointments Team at [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) or 0113 254 6138.

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 E: Disability Confident**

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#)

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. We are a member of the Government's Disability Confident Scheme. We use the Scheme symbol, along with other like-minded employers, to show our commitment to good practice in appointing people with a disability. The Scheme helps recruit and retain disabled people.

As part of implementing the Scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role as set out in the person specification and who has asked that their application is considered under the Scheme. Indicating that you wish your application to be considered under the Scheme will in no way prejudice your application.

### **What do we mean by a disability?**

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?

☐ I do **not**

☐ 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 Public Appointments Team at [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) or 0113 254 6138.

## SECTION F

### 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 Department of Health and Social Care of any changes in circumstances that affect the answers I have given.

**Title** (by which you would like us to refer to you in correspondence):

**First name:**

**Surname:**

**Date:**

### Recruitment

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

- ☐ Arm's Length Body/or Committee website
- ☐ Cabinet Office website
- ☐ DHSC Appointments Twitter account
- ☐ DHSC LinkedIn pages
- ☐ Networks or Word of Mouth
- ☐ Newspaper/Journal (online)
- ☐ Other (including other website, Social Media), please state:

### 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 other public appointments. We also receive requests from Chairs of our Arms-Length Bodies for the same information on candidates that might be suitable for Non-Executive Director roles on their board.

Please tick the relevant box to show whether you give your consent or not for your CV and contact details to be shared for the purposes of Public Appointment vacancies or events as described above.

#### Vacancies

- ☐ I provide my consent
- ☐ I do not provide my consent

#### Events

- ☐ I provide my consent
- ☐ I do not provide my consent

**Please submit your application (CV, Supporting letter and this form) to [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk)**

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

## Data Protection information: why we are collecting your data and who it may be shared with

### SECTION A: 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 holding public office. 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.

In line with the Governance Code for Public Appointments and the Code of Conduct for Board Members of Public Bodies, we may also need to consult with Cabinet Office for advice on matters related to disqualification, conflicts of interest or standards in public life.

### SECTION B: Your 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 and Cabinet Office 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 data may be shared with

##### Your personal data

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 Public Appointments Team.

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

### Your anonymised data

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.

The anonymised data may be shared with Cabinet Office. However, this data will not be connected to your name when it is shared. It is supplied anonymously.

Cabinet Office may also share anonymised data with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.

Anonymised data will **only** be used by DHSC and the Cabinet Office 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 C: Political Activity**

### **Why we are collecting the data**

Cabinet Office and the Commissioner for Public Appointments ask that information on candidates' political activity is collected and shared by Departments with them in anonymised form for regulated public appointments. The Commissioner collects the information, alongside other diversity data, in order to produce management information about the public appointments process and the diversity of the field of applicants and to help compile his Annual Statistical Bulletin.

Whilst chairs are non-executive members on the boards of Executive Agencies are not regulated public appointments they are still Ministerial public appointments and by gathering the same data as for public appointments it allows us to benchmark statistics and trends against the same data sets for regulated public appointments.

### **Who your data may be shared with**

#### Your personal data

In line with guidance from the Commissioner for Public Appointments on the management of this data for regulated public appointments, the information you provide in this section on political activity will only be shared with the Advisory Assessment Panel if you are shortlisted for interview. The *Governance Code on Public Appointments* is also clear that 'political activity should not affect any judgement of merit nor be a bar to appointment'.

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

Note: The *Governance Code on Public Appointments* states that it should be publicly disclosed if a successful candidate has undertaken significant political activity within the last five years.

If you are offered the role, summary information on any significant political activity within the last five years will be included as part of a wider public announcement on your appointment. The draft announcement would be cleared with you to ensure full accuracy.

### Your anonymised data

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.

The anonymised data may be shared with Cabinet Office. This data will not be connected to your name when it is shared, it is supplied anonymously.

Cabinet Office will also share anonymised data with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.

Anonymised data will **only** be used by either DHSC or the Cabinet Office for statistical purposes. No information will be published which allows any individual to be identified.

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

## **SECTION D: 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 two potential exceptions. Firstly, subject to the adjustment/s 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 e.g. if an interview is to be handled differently.

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 E: 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.