

IMPORTANT : In some departments (including HMRC) you cannot save a completed PDF form in the normal manner (Save and Save As won't work – you will lose your entries).

You can save the completed form by File / Print, change the printer to either Adobe PDF or Microsoft Image Writer. Then press Print and then choose a file location in the normal way.



**Civil Service
Local**

This is a generic **Expression of interest** for a volunteering, learning & development, discovery session or other Civil Service Local opportunity. Not all of these require the 250 words explaining why you are interested – read the accompanying email or web page.

Which opportunity are you interested in? (Name and reference if known)

Which location would you prefer ? (if there is more than one)

And which date?

If there are more than one session on the day please indicate which **time** you prefer? Am / pm / all day / time

Your details

Your name

Your address

Your Post Code

Your telephone number:

Your e-mail address:

Your current Job role

Your grade

Your Civil Service Department / Agency:	
<p>Before submitting this expression of interest, please discuss this opportunity with your manager. Preference will be given to staff who have not been previously involved in this project.</p>	
<p>Why are you applying for this opportunity? (Personal development, interest etc)</p>	
<p>If the advert has asked for a statement, in no more than 250 words, please describe how this opportunity will benefit you and your department and what you will contribute to the success of this project. You may want to refer to your personal development plan and the competency framework.</p>	
<p>Please tell us if you have any specific accessibility requirements:</p>	
<p>It would be helpful if you could tell us how you heard about this event</p>	

<p>Please type in your Name and the date of filling this form (electronic signature).</p>	
<p style="text-align: center;">Your line manager needs to complete the next section</p>	
<p>If the above named person is accepted and considered suitable, I agree that he/she will be released for this opportunity for the time specified. If the opportunity is undertaken during working hours i confirm that this opportunity is in accordance with the appropriate departmental volunteering or learning & development policies and guidance.</p>	
<p>Line Manager's name</p>	
<p>Grade:</p>	<p>Date agreed:</p>
<p>Telephone:</p>	<p>e-mail address:</p>
<p>The availability of and your acceptance on this session is not confirmed until you receive an e-mail invitation from the organiser.</p>	
<p>Please note that all Travel & Subsistence costs are to be covered by the applicant's home department</p>	
<p>Please now send this form to the contact named on the opportunity description. Please copy to both applicant and line manager. Remember in HMRC to File/Print. If you have difficulties completing this form please email the event organiser who can email a Word version of this form to you.</p>	