

FOR INTERNAL USE ONLY
Application Form
Civil Service Eastern Academy 2014



Department / agency	
Candidate's name	
Work email address	
Full office address	
Current substantive band / grade	
Telephone Number	
Mobile telephone number	
Line Manager's name	
Telephone number	
Office address	
Countersigning Officer's name (or relevant Senior manager) and name of Budget Holder/Approver if different.	

Before completing this application - Have you read the Academy invitation document? Please ensure that you read this very carefully. It will help you complete this form and will give you an idea of the commitment you'll need to make to be successful at the Academy. Successful candidates will be expected to attend the initial four day Academy and commit to working on a business-focused project over the following twelve months on a theme supporting the priorities of the Civil Service Reform agenda. There will be Follow-up Days after approximately 6 and 12 months.

On the final page of this form there's some extra guidance to help you and your line manager.

The answers given below will be used by sifters to choose which candidates will be successful in joining this year's Academy cohort.

Information which is comprehensive, concise and which gives illustrative examples will score higher.

Boxes will enlarge to fit.



1. **CANDIDATE** – complete the boxes below, then email it to your line manager. You must do this in good time for them, and your senior manager, to endorse to form and submit it to your Departmental point of contact. The deadline for nominations to the Civil Service Eastern Academy is midday **21st July 2014**. Your internal selection deadline will be sooner.

The Academy’s objectives are aligned to the cross-governmental Competency Framework and the three high-level leadership behaviours - Setting Direction, Engaging People, and Delivering Results.

Competency Area	Answer (150 word max)
<p>Setting Direction</p> <p>The Academy is looking for people who would love an opportunity to have a platform to voice their thoughts and project their ideas, and have the drive and passion to progress potential projects supporting Civil Service Reform.</p> <p>Describe how you have shown your commitment to change and creative solution-generation to constructively challenge ‘the way things are done’.</p>	
<p>Engaging People</p> <p>The Academy is looking for people with the potential to ‘lead beyond their authority’ and who can role-model the qualities of ‘a leader of the future’, inspiring enthusiasm and commitment to change in others.</p> <p>Describe how you have shown yourself to be a ‘leader of the future’?</p>	
<p>Delivering Results</p> <p>The Academy is looking for people who are self-motivated, prepared to work hard to develop themselves and</p>	



<p>continuously improve, despite possible setbacks.</p> <p>Describe how you have demonstrated these qualities, what competencies you will gain or improve through the Academy and how you will demonstrate these on your return to your business area.</p>	
<p>Please give a basic outline of the business-focused project proposal that you would like to take forward in support of CS.</p>	

2. **LINE MANAGER** – complete the boxes below then email the form to the senior manager of Grade 7 (or above) in good time for them to endorse the form then submit it for sifting by the deadline set by your departmental point of contact.

Development suitability	Comment
<p>After discussion with your team member, what specific behaviours and/or skills do you want them to develop/learn?</p> <p>What would these look like and how would they be used back in the workplace?</p> <p>Please also add a few words about your perception of the person's potential and the tangible support they will receive from you and their management team.</p>	

Line manager's endorsement	
As the candidate's manager I will support them by committing to the following (please x the boxes):	
	Agreeing to release them for attendance at the notified events.
	Allowing agreed time for project work for the twelve months following the main event.
	Covering all T&S costs for the Academy event in September and any subsequent activities.



	Ensuring they understand they must fully record their experiences before, during and after the events.
	Enabling them to undertake the e-learning and intranet-based research required.
	Enabling and allowing them to experience situations which will let them practise new behaviours and skills.
	Providing updates on their progress and updating the Academy learning logs as required/requested.
	Guiding, supporting and helping them through their project.
	Encouraging them to make the time to complete their project report at the end of the project period, identifying successes, business benefits and learning achieved.

Manager's name	
Date	

Please now email the form to your Countersigning Officer or the appropriate authorising officer for your organisation in good time for them to endorse the form and then submit it for sifting by the deadline set by your departmental point of contact. Some organisations may also require a Budgetary Officer approval.

3. **SENIOR MANAGER / Countersigning Officer** – After discussion with the candidate and manager (if appropriate), please would you add your endorsement of the candidate's application and then email the completed form for sifting by the deadline set by your departmental point of contact.

Senior manager's endorsement	
I confirm that I have spoken to the candidate (and manager if appropriate) and (please x the boxes):	
<input type="checkbox"/>	Endorse their participation in the Civil Service Eastern Academy
<input type="checkbox"/>	Agree to release the candidate for the 2014 event and progress days
<input type="checkbox"/>	Agree to support the financing of the candidate's involvement, including T&S for post-event development activities
<input type="checkbox"/>	Agree that I will support delivery of the post-event project as appropriate (e.g. attend meetings with the candidate)

Senior manager's name	
Grade and job title	
Date	

NEXT STEPS please email this form to the sifter allocated to your business area by the deadline set by your departmental point of contact

Further queries



If you have any queries, please contact your departmental point of contact.

Notes for managers:

- Please remember this event is for future potential leaders of the Department. If you do not think your team member can realistically meet this requirement, then you should not recommend them.
- This application must have senior management endorsement. We appreciate that, in some cases, it can be daunting for a member of staff to approach their senior Managers so please would you facilitate a meeting between all of you to discuss the application and help gain their endorsement.

Notes for candidate:

- This challenge is for twelve months, not just the residential event. You must be highly motivated, be able to use your initiative and be proactive in your outlook.
- The Academy's objectives are aligned to the Civil Service Competency Framework. Your involvement in the Academy and subsequent development activities form part of the working week and should be reflected in your Key Work Objectives and Personal Development Plan.
- Your manager has agreed to release you to take part in the post-event business-focused project. You and your manager, in conjunction with the Academy Project Team, will agree the timings of your project activities to ensure your business area's needs continue to be met.
- The cross-departmental project you will help to design and deliver will support the Civil Service Reform agenda and the Civil Service Vision 21. It will be of benefit to the business, produce a change, challenge the individual and fit in with the Civil Service values and objectives.