

Application - Academy 2019

If you are unable to complete this form online please put the relevant details in a word document and send.

1.

Department	
Candidate's name	
Candidate's work email address	
Band/Grade	
Candidate's telephone number	
Manager's name	
Manager's work email address	
Manager's telephone number	

- **Before completing this application:** Candidates will be expected to attend the four day residential Academy event and commit to working on a business-focused project over the following twelve months on a theme supporting the priorities of the Civil Service Vision. The amount of time to be spent on this work can be flexible in order to meet the needs of the project and the individual's day-to-day responsibilities.

The answers you give will be used by sifters to choose which candidates will be successful in joining this year's Academy intake.

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

2.

CANDIDATE – complete the boxes below and then email to your line manager. You must do this in good time for them to endorse the form for submission by the set deadline.

Boxes will enlarge to fit.

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 the vision of A Brilliant Civil Service</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>	

How did you find out about the Civil Service Local Midlands Academy?	Bulletin	The Midlands Academy Bulletin (produced by delegates)	
	Blog	Market Stall event	
	Twitter	Other (please specify)	

3. LINE MANAGER – complete the boxes below.

Line manager's endorsement	
As the candidate's manager I will support them by committing to the following (please x the boxes):	
<input type="checkbox"/>	Agreeing to release them for attendance at the notified events.
<input type="checkbox"/>	Allowing agreed time for project work for the twelve months following the main event with the potential for some ad hoc work thereafter.
<input type="checkbox"/>	Ensuring they understand they must fully record their experiences before, during and after the events.
<input type="checkbox"/>	Enabling them to undertake any e-learning and intranet-based research required.
<input type="checkbox"/>	Enabling and allowing them to experience situations which will let them practise new behaviours and skills.
<input type="checkbox"/>	Providing updates on their progress and updating the Academy learning logs as required/requested.
<input type="checkbox"/>	Guiding, supporting and helping them through their project.
<input type="checkbox"/>	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	

NEXT STEPS

Please email this form to cslocalmidlands@cabinetoffice.gov.uk by 9th August 2019.

Further queries

If you have any queries, please contact vanessa.boden@cabinetoffice.gov.uk

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.

Notes for selected candidates:

- 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 Success Profiles. 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 will agree the timings of your project activities to align with business needs.