1. Department making the request:

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| --- |
|  |

1. Department Contact details:

|  |
| --- |
| Name:  Phone:  Email: |

1. Details of the original appointment(s):

|  |
| --- |
| Number of individuals you wish to convert to permanency:  Initial start date(s):  Exception Number (1 or 2):  Title(s) of Role (s):  Grade(s) (AA, AO, EO)[[1]](#footnote-1) : |

1. How did you identify the individual(s) for the original appointment?

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|  |

1. Description of the fair and merit-based process you intend to apply in order to convert to permanency:

|  |
| --- |
| *There are a number of different**possible approaches. For example, you may allow an individual to compete in an internal competition or it could be on the basis of consideration of performance appraisal assessments. There may be other valid approaches.* |

*Please submit completed forms to* [*info@csc.gov.uk*](mailto:info@csc.gov.uk) *clearly stating in the subject line that it is an Exception request. Please note that the Commission aims to respond to requests within 5 working days once all information required has been received.*

1. Please note that EOs can only be made permanent under Exception 10 if they were initially appointed under Exception 2. AAs and AOs may be made permanent under Exception 10 if they were initially appointed under either Exception 1 or 2. [↑](#footnote-ref-1)