



Application Form for Appointment

West Sussex County Council/the Governing Body is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. The equal opportunities information will be separated from your application before shortlisting.

Use black ink if handwriting. Save in a MS Word format if using a PC.

Section 1- Personal Details

Personal details

Title (Mr / Mrs etc)	
First name(s)	
Last name	
Known as	

What job are you applying for?

Job title	
Advert reference no (if applicable)	
How did you find out about this job?	
Are you currently working for West Sussex County Council? (excluding agency staff)	Yes / No

Contact details

Address (where we can contact you)	
Email address (where we can contact you)	
Telephone no: (where we can contact you)	Home: Mobile: Work: Please indicate your preferred contact no
How would you prefer us to contact you?	phone / email / letter / no preference

DISABILITY:

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Instructions

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form, although you can attach further documents to support your application when you submit this form if you choose.

Section 2 - Qualifications

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

Qualifications

Qualification type and subject eg. GCSE English	Grade/Level attained	Name of School, College, University etc	Date achieved (MM/YY)

Membership to Professional Bodies:

Name of Professional Body	Date achieved	By exam or election?

Alternative Evidence: If you do not have the qualification(s) or membership(s) required, tell us how you meet this standard through your experience

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Section 3 – Experience

Tell us about how you meet the requirements of the section titled “Experience” in the Person Specification.

Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Indicate gaps in employment and full time study and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary.

Current job / Most recent job (please indicate which):

Name of employer and nature of business:	Job title and duties:	Dates of employment (MM/YY)	
		From:	To:

Full Previous job history (please use additional sheet if required):

Name of employer and nature of business:	Job title and duties:	Dates of employment (MM/YY)	
		From:	To:

Other experience: Describe any relevant experience you have had outside of work which shows how you meet the “Experience” section of the Job Profile.

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Section 4 - Skills and Competencies

You are asked to provide evidence of how you meet the requirements of the person specification/job profile. This evidence should include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. You may use a separate sheet if necessary

Section 5 – References

References

Two references are required for all candidates. One referee must be your current employer or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager.

First Reference	Second Reference
Name:	Name:
Full Address and Postcode:	Full Address and Postcode:
Telephone No:	Telephone No:
Email:	Email:
How long has this person known you and in what capacity?	How long has this person known you and in what capacity?

References may be taken up at the interview stage

Please indicate if you **do not** want us to contact your referees without letting you know first:

Reference 1:

☐

Reference 2:

☐

Relationships

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with, any employee or Councillor connected to this Council or Authority? If so, please state the person(s) full name, their position and place of work

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Section 6 – What happens next?

If we have not contacted you by the advertised interview date please assume that you have not been successful. If you are the successful/preferred candidates, we will need two satisfactory references, proof of your necessary qualifications, medical clearance and proof of your eligibility to work in the UK before you start work with us. If your post is subject to CRB clearance this will also be required.

Rehabilitation of Offenders

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared

Have you ever had any convictions, cautions, reprimands or final warnings given by the police?

Yes	No
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If 'Yes', please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'

West Sussex County Council/the Governing Body is committed to safeguarding and promoting the welfare of children and vulnerable adults. If your job requires you to be in regular contact with children or vulnerable adults we will also need to obtain an Enhanced Criminal Records Bureau clearance before you start work with us.

Section 7 – Declaration

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, this information will form part of your personnel record and may be used by the County Council/the Governing Body for business purposes including the prevention and detention of fraud

I declare that all information given as part of my application is true. I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Criminal Records check will be carried out.

Please sign:_____

Or tick: ☐

Note- Attachments:

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.

Section 7 – Equal opportunities monitoring

Strictly confidential

West Sussex County Council/the Governing Body is dedicated to promoting equality and fairness. Your job application will be assessed on merit and **you will receive equal treatment** regardless of your gender; age; disability; or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us. To help us with this, please fill out your details below.

Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes only. This information will be treated as **strictly confidential** and will be held on our computerised personnel system.

Gender

- a) Male
- b) Female
- c) Transgender

Age

Date of Birth (dd/mm/yyyy):.....

Disability

- a) None
- b) Yes
- c) Prefer not to say

Ethnic Origin

- a) Prefer not to say

White:

- b) British
- c) Irish
- d) Any other white background

Mixed:

- e) White and black Caribbean
- f) White and black African
- g) White and Asian
- h) Any other mixed background

Asian or Asian British:

- i) Indian
- j) Pakistani
- k) Bangladeshi
- l) Any other Asian background

Black or Black British:

- m) Caribbean
- n) African
- o) Any other Black background

Chinese or other ethnic group:

- p) Chinese
- q) Any other ethnic group

Safer Recruiting Additional Information Sheet

Confidential

Please complete the details below as appropriate for the position for which you are applying . This is in accordance with current guidance on safer recruiting practice in schools. If you are appointed, the information on this form will be stored on the school and WSCC HR computer files.

APPLICATION DETAILS:

Position Applied For	
Name of School	
Full Name	
Date of Birth	

ASYLUM AND IMMIGRATION ACT 1996:

We need to know that you are entitled to live and work in the UK. Please complete the section below:

<i>National Insurance Number</i>								
<i>Do you have evidence of your entitlement to live and work in the UK?</i> (see note below)	Yes / No							

As evidence of this entitlement candidates selected for interview will be asked to **bring one of the following documents: original payslip, correspondence from the Inland Revenue or other Government Agency or National Insurance Card. This document should contain both your name and your National Insurance number. We will also need to see your Passport, Birth Certificate or other letter/permit/document confirming your right to live and work in the UK.**

MEDICAL HISTORY:

All appointments will be subject to satisfactory medical clearance. Preferred candidates will be required to complete an online pre-employment medical questionnaire, to check their medical suitability for the role they have applied for. Preferred candidates may also be asked to provide further details of their medical history by the occupational health providers or be required to undergo a medical examination.

QUALIFICATION CHECKS:

We need you to provide proof of your qualifications and professional membership or registration where these are essential requirements for the job (these will be listed in the Person Specification). Candidates invited for interview will be required to bring the relevant documentation with you to the interview / assessment.

<i>Have you ever been deregistered or de-listed from a professional body?</i>	Yes / No
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CRIMINAL RECORD CHECK:

IMPORTANT: THE POSITION YOU ARE APPLYING FOR IS SUBJECT TO A CRIMINAL RECORDS BUREAU CHECK, PLEASE COMPLETE THE FOLLOWING SECTION

Positions Subject to a CRB Check/ISA Registration

CRIMINAL RECORDS. Because of the nature of the work, this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order.

You are therefore obliged to disclose details of any criminal record that you may have. You will have the opportunity to discuss these details during your interview / assessment. Criminal records will be taken into account for recruitment purposes only when the conviction/caution is relevant. Having convictions/cautions will not necessarily bar you from employment. This will depend on the circumstances and background to your offence.

Information will be kept confidential and will only be used in relation to the application for the post.

If you are successful in your application, you will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will be done by means of requesting a "disclosure". Candidates invited for interview will be required to complete a Disclosure Application Form and **bring it and the original documents specified** to your interview / assessment. The level of disclosure required for this post will be identified in the recruitment information. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Have you ever had any convictions, cautions, reprimands or final warnings given by the police?

Yes / No

Are you subject to any current police proceedings or criminal investigations?

Yes / No

If "Yes", please give details on a separate sheet and attach in a sealed envelope marked "Confidential".

Further information on disclosures can be obtained from the Criminal Records Bureau, PO Box 91, Liverpool L69 2UH, or by visiting their website at www.crb.gov.uk.

DECLARATION:

I declare that the information given here, and that contained in my application form, is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that if appropriate, a criminal records check will be carried out.

As part of the recruitment process, checks may be made with your home Local Authority Adults'/Childrens' Services Department. By signing this declaration you are agreeing to the check being made.

Signature:

Date: