# 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:<br>Mobile:<br>Work:<br>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

| |
|---|
| |

# 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.

| |
|---|
| |

## 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

# 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 |
|---|---|

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