Application Form

West Sussex County Council and the School's 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 (contained on the final page) will be separated from your application before shortlisting.

Use black ink if handwriting and if additional space is required, use an extra sheet marking the section referred to clearly. Save in a Microsoft 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

How can we help you apply and be treated equally?

To ensure that we can consider your application equally, please let us know if you have a disability which may affect the presentation of your application (for example affecting your handwriting or spelling), or if you would like to use an alternative method of application.

We also encourage you to let us know of any adjustments you may need at the interview stage, such as equipment, support or other accessibility needs. This way we can ensure that you can compete on equal terms to non-disabled people throughout the selection process.

Please indicate any adjustments that you would require **at interview**.	

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

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 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.

References may be taken up following shortlisting, and will be available to the support officer/chair of the interview panel prior to the interview. This is to enable any issues to be discussed as part of the interview. The members of the panel will have access to the references at the final stages of the interview process to inform their decision.

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/ Authority or Governing Body? 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 get the job we will require proof of your necessary qualifications/membership of professional bodies, medical clearance, any overseas checks that are required, Disclosure and Barring Service check and proof of your eligibility to work in the UK prior to employment commencing.

Section 7 – Declaration

West Sussex County Council (WSCC)/ the School respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act, any subsequent replacement legislation and the General Data Protection Regulation (EU) 2016/679 (GDPR). For further information on how your information is used and your rights please go to the WSCC Privacy Policy https://www.westsussex.gov.uk/privacy-policy/ or the School's website.

If you are appointed, some information contained in this form 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 detection of fraud.

I declare that all information given as part of my application is true. I declare that I am not disqualified, prohibited or barred from working with children or subject to sanctions imposed by a regulatory body. I 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, prior to employment commencing.

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 8 – Equal opportunities monitoring

Strictly confidential

West Sussex County Council is dedicated to promoting equality and fairness. Your job application will be assessed on merit and **you will receive equal treatment** regardless of your sex, age, disability, race, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion or belief.

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 WSCC's computerised personnel system. Access to this information will be restricted to staff within Human Resources and Employment Services.

Sex	a) Male b) Female c) Prefer not to say
Date of Birth (DD/MM/YY)	| | | / | | | / | |
Disability - Do you consider yourself to have a disability or long-term illness?	a) Yes b) No c) Prefer not to say
Sexual orientation	a) Heterosexual b) Bisexual c) Homosexual/Gay/Lesbian d) Other e) Prefer not to say
Religion or belief	a) Buddhism b) Christianity c) Hinduism d) Islam (Muslim) e) Judaism f) Sikhism g) Other religion h) Other philosophical belief, for example: atheism, humanism, pacifism i) Prefer not to say
Gender Reassignment – is your present gender the same as the one assigned to you at birth?	a) Yes b) No c) Prefer not to say
Ethnic Origin	a) Prefer not to say
White	b) British c) English d) Irish e) Scottish f) Welsh g) Any other white background
Mixed	h) White and black Caribbean i) White and black African j) White and Asian k) Any other mixed background
Asian or Asian British	l) Indian m) Pakistani n) Bangladeshi o) Any other Asian background
Black or Black British	p) Caribbean q) African r) Any other Black background
Chinese or other ethnic group	s) Chinese t) Any other ethnic group

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