



Application Form

App 01

CONFIDENTIAL

Please read the enclosed "Guidance Notes for Applicants" to help you complete your application.
This form should be completed in black ink/typescript

| | |
|--|----------------------------------|
| Applicant Number | (to be completed by the HR Unit) |
| Position Title | |
| Position Number | (to be completed by the HR Unit) |
| Location | |
| Where did you see this post advertised? | |
| Advertisement Reference Number | |

PERSONAL DETAILS:

| | |
|-----------------------|---|
| Last Name | |
| First Name(s) | |
| Title | Mr / Mrs / Miss / Ms / Other (Please delete as appropriate) |
| Known As | |
| Address | |
| Home Telephone | |
| Email Address | |
| Work Telephone | May we ring you at work? YES / NO |

CAREER HISTORY:

| | |
|----------------------------|---|
| Position Details | Present / Most Recent (indicate which the following details apply to) |
| Employer | |
| Address | |
| Nature of Business | |
| Reasons for Leaving | |
| Notice Required | |
| Position Held | |
| Department | |
| Start Date | Leave Date (if applicable) |
| Basic Salary | (per annum) |
| Other Allowances | |
| | |



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| Description of Duties |
|---|
| <p>(Please use a separate sheet if necessary. If you wish to attach a job description or a diagram of your position in the structure of the organisation, please do so)</p> |

PREVIOUS EMPLOYMENT:

Please give details below of all your previous employment, starting with the most recent. (Vacation jobs whilst a student need not be included). Include separate details about different posts with the same employer. Exact dates of employment must be given. (Continue on a separate sheet if necessary)

| Name of Employer | Position Held | Reason for Leaving | From | | To | |
|------------------|---------------|--------------------|------|---|----|---|
| | | | M | Y | M | Y |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Please indicate reasons for any gaps in employment and full time study.

EDUCATION AND QUALIFICATIONS:

Job related qualifications and membership of professional bodies (includes vocational and non-vocational courses). Please include date admitted to professional body and whether by exam or election. (Continue on a separate sheet if necessary).

| Course Title / Professional Body | Date Achieved & Grade / Level | | | | |
|----------------------------------|-------------------------------|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Education (including Part Time) – Secondary, Further or Higher.

| Establishment (name and town) | From | To | Examinations taken | Date | Result / Grade |
|-------------------------------|------|----|--------------------|------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



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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.

REFERENCES:

Two references are required for external 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. For posts working with children, internal candidates must provide two referees including their current manager.

If you are applying for a post in Social & Caring services and have previously worked in Social services at any time, you must quote your last Social services employer.

Except for posts working with children or teaching/education posts, references will only be taken up for successful candidates who are offered a post.

| | | |
|--------------------------------|--|--|
| Name | | |
| Address | | |
| Telephone No. | | |
| Fax No. | | |
| E-mail | | |
| Position / Relationship | | |

I confirm that I am happy for West Sussex County Council to approach the referees listed above. (Wherever possible we prefer to make contact my email, please ensure your referees are aware of this).

..... (please sign) (date)

..... (print name)

Some jobs require you to have the ability to travel to diverse parts of the County. This will be indicated on the Job Description / Person Specification. If this is appropriate to the job you have applied for please indicate how you will be able to meet this criteria.

RELATIONSHIPS:

Are you related to any elected member of West Sussex County Council or to any Head of Department/Unit or his/her deputy? **YES / NO** (If yes, please give details below)

Canvassing members of an employing authority, directly or indirectly in connection with any appointment under the authority shall disqualify the candidate.



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SKILLS & COMPETENCIES:

You are asked to provide evidence of how you meet the requirements of the person specification. 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.

DATA PROTECTION:

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

REHABILITATION OF OFFENDERS ACT:

Because of the nature of the work, many posts within the County Council are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order. Applicants for these posts are not therefore entitled to withhold details of any previous convictions that for other purposes may be considered as "spent". In these cases, failure to disclose previous convictions may lead to disciplinary action. If the post to which you are applying is exempt from the Act, you will be asked to declare any convictions (including spent convictions) prior to your interview / assessment.

If the nature of your work involves substantial access to children or other vulnerable groups you will be required, under the Police Act 1997, to apply for a Disclosure Certificate from the Criminal Records Bureau so checks can be made in respect of your application. The level of disclosure will be indicated in the recruitment information. For further details, please see the "Guidance Notes for Applicants".

For all other posts, if you are shortlisted for interview, you will be asked to disclose any convictions that are not considered to be "spent" under the Rehabilitation of Offenders Act.

DECLARATION:

I declare that the information given 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.

Signature:

Date:

Please return this form to:
Felpham Community College
Felpham Way
Felpham
Bognor Regis
West Sussex PO22 8EL
Email: gkeates@felpham.org.uk



Equal Opportunities Monitoring Information

EQ 01

CONFIDENTIAL

West Sussex County Council is committed to a policy of equality of opportunity in its employment and personnel practices. It is committed to ensuring that every employee or job applicant receives equitable treatment on the grounds of his/her gender, marital status, dependants, sexual orientation, race, religion or creed, ethnic or national origins and nationality (including citizenship), age, disability, HIV or AIDS status, medical conditions, trade union membership/activity and/or political views/affiliations.

We wish to monitor the effectiveness of this policy and aim to prevent any job applicant being disqualified by conditions and requirements that cannot be shown to be justified. It is therefore important that you provide the following information by ticking the appropriate boxes. For existing West Sussex County Council employees there are two additional points to answer, which will help us monitor equality issues in relation the promotion. The information collected in this section of the application form will remain confidential to the HR Unit and the relevant data processing company. It will not be disclosed to those who are shortlisting and appointing to the vacant position.

| | |
|----------------------|--|
| Last Name | |
| First Name(s) | |

| | |
|-----------------------------|----------------------------------|
| Position Applied For | |
| Position Number | (to be completed by the HR Unit) |

| | |
|----------------------|---------------------|
| Ethnic Origin | Disability * |
|----------------------|---------------------|

- White – British
- White – Irish
- Any Other White Background

Do you consider yourself to have a disability?

Yes No

- Mixed – White and Black Caribbean
- Mixed – White and Black African
- Mixed – White and Asian
- Any Other Mixed Background

Age

| | | | |
|---------------------------|----------------|--------------------------|----------------|
| Please indicate age range | | <input type="checkbox"/> | 36 – 45 |
| <input type="checkbox"/> | 16 – 25 | <input type="checkbox"/> | 46 – 55 |
| <input type="checkbox"/> | 26 - 35 | <input type="checkbox"/> | 56 + |

- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Any Other Asian Background

Date of Birth : : : : : :

- Black or Black British – Caribbean
- Black or Black British – African
- Any Other Black Background

Gender

Male Female

- Chinese
- Any Other Ethnic Group

Are you an Existing WSCC Employee?

Yes No

If "Yes", are you applying for a job at a higher grade than your existing position?

Yes No

* Your answer should take into account the definition of a disability given in the Disability Discrimination Act 1995, which is: "A physical or mental impairment which has a substantial or long term adverse effect on the (person's) ability to carry out normal day-to-day activities".



Safer Recruiting Additional Information Sheet

Recruit Schools

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:

| | | | | | | |
|---|---|---|---|---|---|-----------------|
| National Insurance Number | : | : | : | : | : | : |
| Do you have evidence of your entitlement to live and work in the UK? (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.

| Number of Days Sickness Absence | | | |
|--|--|--|--|
| Sickness absence may be discussed at interview. | | | |
| In the last year (counting back 12 months from today's date) | | In the 12 months previous to that | |

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.

| | |
|---|-----------------|
| Have you ever been deregistered or de-listed from a professional body? | Yes / No |
|---|-----------------|



Safer Recruiting Additional Information Sheet

Recruit Schools

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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 | |
|---|-----------------|
| <p>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.</p> <p>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.</p> <p>Information will be kept confidential and will only be used in relation to the application for the post.</p> <p>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.</p> | |
| 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 |
| <p>If "Yes", please give details on a separate sheet and attach in a sealed envelope marked "Confidential".</p> <p>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.</p> | |

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: