



Application Form

App 01

CONFIDENTIAL

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

(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)

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 by 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:

