# Guidance on completing your application form

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitaes (CV’s) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

## How we shortlist

When we shortlist, we look at your values, experience, skills, knowledge, attainment and other information **in line with the job description and person specification.** The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential criteria required for the post.

## How to complete your application form

### General hints

* Read the job description and person specification before you start
* Use black ink so we can clearly photocopy forms for shortlisting and interviewing
* Complete all sections of the form as fully as possible
* Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
* Keep a copy of the application form for your own records.

***‘Your values’***

This is the most important part of the form and is your opportunity to show us how you meet the essential and desirable criteria detailed in the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.

* Answer each question with an example from a personal situation or a work situation.
* You can use experiences you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
* Use clearly labelled continuation pages if required.
* Remember that we are interested in your personal values over work experience in this field as a full training programme is provided to train you for the role – this is why most of the essential skills is about having the ability to fulfil a task instead of the experience of performing that task. You do not have to have any work experience in the care sector to apply for this role.
* You can state any relevant experience or skills you have that match what is listed in the job description and person specification when answering these questions. This will help us to shortlist.

### References (Page 8)

We may contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

### "Confidential - for the attention of the Recruitment Support Team"

All information provided on a "Confidential - for the attention of the Recruitment Support Team" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

### Rehabilitation of Offenders

The Council requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the Disclosure and Barring Service (DBS).

If you require further details please visit the [www.gov.uk](http://www.gov.uk) website.

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act.  Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

Please read the guidance notes before completing this section.

### Declaration of Interests

Direct or indirect canvassing of Councillors or Senior Officers by, or on behalf of yourself is forbidden. If you are related to a Councillor or Senior Officer record the details in a sealed envelope and mark it "Confidential - For the attention of the Recruitment Support Team".

### Equal Opportunities in Employment Monitoring Form

The Council has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help the Council monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

### Disability Guidance

The Equality Act 2010 states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

# What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the address shown on the application form. Please enclose a stamped, self-addressed envelope if you would like receipt of your application form to be acknowledged.

# Other important information…

**Data Protection**

East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>”

### Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your drivers licence and certificate of insurance to your manager for inspection upon appointment.

### Health Statement

Where an appointment is offered, you will be required to complete a health questionnaire which must be cleared by the County Council’s Occupational Health Adviser prior to taking up your post. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

### Immigration Act 2014

It is a criminal offence under the Act to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the UK.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the County Council that the Act is being complied with.

### Interview Expenses

The County Council does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the Personnel Section if you require such assistance, before incurring any expense.