**Job application form for:**

East Sussex County Council is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

# Job details

|  |  |
| --- | --- |
| Job title | Housekeeper |
| Location |  |
| Closing date for application |  |
| Reference number |  |
| Work arrangements  (select as appropriate) | Full time  / part time  (permanent contract)  Casual hours (temporary contract) |

# Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | | |
| First names |  | | |
| Title (select as appropriate) | Mr  / Mrs  / Miss  / Ms  / Mx  / Other | | |
| Maiden name or previous names |  | | |
| Address | | | |
| Email address | |  | |
| Correspondence Address (if different from above): | | | |
| Daytime telephone number | | |  |
| Mobile | | |  |
| Home | | |  |

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# Present employment

|  |  |  |  |
| --- | --- | --- | --- |
| Job title |  | | |
| Name and address of employer (including County) | | | |
| Date started current post | |  | |
| Date commenced with employer | |  | |
| Notice required | |  | |
| Briefly describe your present job; its main purpose and your responsibilities: | | | |
| Are you currently employed by East Sussex County Council as an apprentice? | | | Yes  / No |

# Previous employment

|  |  |  |  |
| --- | --- | --- | --- |
| Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with East Sussex County Council. | | | |
| **Name & Address**  **(including County and nature of business)** | **From / To**  **(exact dates)** | **Position and Salary** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |

# Driving Licence

|  |  |
| --- | --- |
| **Only answer if a full driving licence is an essential requirement of the job.** | |
| Do you hold a current Driving Licence?  (select as applicable) | Yes  / No |
| If YES, please state the type of licence you hold |  |
| Do you have any current endorsements?  (select as applicable) | Yes  / No |
| If YES, please specify: |  |

# Why should we hire you? Refer to 'Guidance Notes' for job applicants

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests.

|  |
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|  |

# Part 2: Declaration by Applicant

## The Working Time Regulations 1998

### Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

* Average weekly working hours are limited to 48 hours
* Average daily night working hours are limited to 8 hours
* Minimum daily, weekly and in-work rest breaks requirements
* Minimum requirements for annual leave.

### Department Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take ‘all responsible steps’ to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

### This declaration will not prejudice your application

Please note:

* If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
* If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
* Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
* not to offer you the appointment
* offer the appointment on reduced hours
* offer the appointment providing the other work is relinquished (or the hours reduced)
* offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

## Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

**Your application cannot be processed if you do not return this form.**

Please declare **any** other job, whether they are with the County Council, other local authorities, public bodies or with private companies/employers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1 – No other employment** | | | | |
| **I confirm that I do not have any other employment.** | | | | |
| Signature |  | | |
| Print Name |  | | |
| Date |  | | |
| **If form has been completed electronically**  please place an ‘x’ in this box in place of your signature 🡪 | | |  |
| **Section 2 – Other Employment** | | | | | |
| **All other employment that I have is detailed below:**  Weekly hours must specify total regularly worked (including overtime)  Please use 24-hour clock | | | | | |
| **Job Title** | **Weekly Hours** | **Start Time** | **End Time** | | |
|  |  |  |  | | |
|  |  |  |  | | |
| Signature |  | | | | | |
| Print Name |  | | | | | |
| Date |  | | | | | |
| **If form has been completed electronically**  please place an ‘x’ in this box in place of your signature 🡪 | | |  | | | |

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# Previous appointments with the County Council

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| --- |
| East Sussex County Council operates on a presumption that redundant employees will only be re-employed where there is a legitimate business need to do so. If you have previously been made redundant from a role at East Sussex County Council, please provide the job title and the date you were made redundant below.  This includes voluntary redundancy or applications to our Voluntary Severance Scheme |
| Job title: |
| Date of redundancy: |

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# Warnings and Disciplinary Issues

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable) | | | Yes  / No |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | | | Yes  / No |
| If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked ‘Confidential - For the attention of the Recruitment Support Team’ and attach it to your application form. | | | |
| I have attached details requested | | | Yes  / No |
| **Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.** | | | |
| Reason for warning | Date | Name/address of employer | |
|  |  |  | |

# Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

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.

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

|  |  |
| --- | --- |
| **For posts that are exempt under the Rehabilitation of Offenders Act 1974:** | |
| Have you ever been convicted of a criminal offence?  (select as applicable) | Yes  / No |
| Are there any alleged offences outstanding against you? | Yes  / No |
| **For all other posts:** | |
| Do you have any criminal convictions which are not yet “spent”? | Yes  / No |
| If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice. | |
|  | |

**Declarations**

You are required to declare any relationships with Senior Officers or members of the County Council as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Chief Officers or Deputy Chief Officers.)

|  |  |
| --- | --- |
| Are you a relative, partner or friend of anyone who currently works for or is a County Councillor for East Sussex County Council? | Yes  / No |
| If ‘YES’, please give details (stating department and job title if quoting an employee): | |
| Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations? | Yes  / No |
| If YES, please give details: | |

# Please complete the Equal Opportunities in Employment – Monitoring Form and return it with your application form.

# Declaration

|  |  |  |
| --- | --- | --- |
| I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. | | |
| Signed: |  | |
| Date |  | |
| Print name |  | |
| **If form has been completed electronically** please place an ‘x’ in this box to indicate your consent🡪 | |  |
| *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 our privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>” | | |

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# How to return your form

|  |  |
| --- | --- |
|  | Please send your completed application form **and** Equal Opportunities in Employment – Monitoring Form to [**recruitmentsupport@eastsussex.gov.uk**](mailto:recruitmentsupport@eastsussex.gov.uk)  Or by post to:  **Milton Grange**  **Milton Road Eastbourne**  **BN21 1SL** |

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.