

## MILLAIS SCHOOL

**West Sussex County Council and the 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 Role Specification. 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 MS Word format if using a PC.

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| --- | --- | --- | --- |
| Application for the Post of: |  | | |
| Where did you hear/see this role advertised | |  | |
| Are you currently working for West Sussex County Council? | | | Yes / No |

## Section 1- Personal Details

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| --- | --- | --- | --- |
| Title:  (Mr / Mrs etc) | Surname: | | First Names: |
| Preferred Name: | | | |
| Previous Names:  (Please put the dates) | | | |
| Address: | | Previous address: *(if you have been at current address for less than 5 years).* | |
| Have you ever lived/worked/travelled abroad for more than six months within the last five years? | | YES/NO *(if yes, please detail below)* | |
| Telephone No: (Home)  (Preferred contact no: Yes/No) | | Telephone No: (Work)  (Preferred contact no: Yes/No) | |
| Mobile No:  (Preferred contact no: Yes/No) | | Email address:  (where we can contact you) | |
| 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.

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| --- | --- |
| 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 – Education/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.

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| --- | --- | --- |
| **Education (Most recent first)** | | |
| Name of School/College/University | From  Month/Year | To  Month/Year |
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| --- | --- | --- | --- |
| **Qualifications (Most recent first)** | | | |
| Qualification type and subject eg. GCSE English | Grade/Level attained | Name of School, College, University etc | Date achieved  (MM/YY) |
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**Membership to Professional Bodies:**

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| --- | --- | --- |
| Name of Professional Body | Date achieved | By exam or election? |
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**Alternative Evidence:** If you do not have the qualification(s) or membership(s) required, tell us how you meet this standard through your experience

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**Section 3 – Experience**

Tell us about how you meet the requirements of the section titled “Experience” in the Role 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, break to bring up a family etc). Any gaps in employment will be questioned at interview and if you are successful in being offered the position you will need to confirm them in writing, so please make sure everything is accounted for here.** Please continue on a separate sheet if necessary.

**Current or most recent job (please indicate which):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of current or most recent employer and nature of business: | Dates of employment  From:  (mm/yy) | To:  (mm/yy) | | Reason for leaving |
|  | Job title and duties: | | |  |
|  | | |
| When would you be available to take up employment if offered the post: | | | | |
| **Full previous job history (please use additional sheet if required and please put any gaps in employment and reasons):** | | | | |
| Name and address of employer and nature of business: | Job title and duties: | From:  (mm/yy) | To:  (mm/yy) | Reason for leaving |
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**Other experience:** Describe any relevant experience you have had outside of work which shows how you meet the “Experience” section of the Job Profile.

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**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

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**Section 5 – 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 most recent employer. For students, one referee should be from your college. **References will not be accepted from relatives or friends.**

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 Referee Second Referee**

|  |  |
| --- | --- |
| 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? |
| Are you happy for us to contact this referee before interview?  Yes/No | Are you happy for us to contact this referee before interview?  Yes/No |

**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, student or Councillor connected to Millais, WSCC or Authority? If so, please state the person(s) full name, their position and place of work

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**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 are the successful/preferred candidate, we will need two satisfactory references, proof of your necessary qualifications, a satisfactory Enhanced Disclosure from the DBS, medical clearance, any overseas checks that are required, 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:**

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|  |

**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.**

***Millais is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Section 8 – Equal opportunities monitoring**

**Strictly confidential**

**West Sussex County Council and the Governing Body 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; sexual orientation; religion or belief or ethnic origin. 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 the schools computerised personnel system.

|  |  |
| --- | --- |
| **Sex** | 1. Male 2. Female 3. Transgender |
| **Date of Birth** (DD/MM/YY) |  |
| **Disability** | 1. None 2. Yes 3. Prefer not to say |
| **Sexual orientation** | 1. Heterosexual 2. Bisexual 3. Gay man 4. Lesbian / gay woman 5. Prefer not to say |
| **Religion or belief** | 1. Buddhism 2. Christianity 3. Hinduism 4. Islam (Muslim) 5. Judaism 6. Sikhism 7. Other religion 8. Other philosophical belief, for example: atheism, humanism, pacifism 9. Prefer not to say |
| **Ethnic Origin** | 1. Prefer not to say |
| White | 1. British 2. English 3. Irish 4. Scottish 5. Welsh 6. Any other white background |
| Mixed | 1. White and black Caribbean 2. White and black African 3. White and Asian 4. Any other mixed background |
| Asian or Asian British | 1. Indian 2. Pakistani 3. Bangladeshi 4. Any other Asian background |
| Black or Black British | 1. Caribbean 2. African 3. Any other Black background |
| Chinese or other ethnic group | 1. Chinese 2. Any other ethnic group |