Guidance on your application

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. Applications from disabled candidates will also be accepted in braille, on cassette or on the East Sussex County Council's large type application form.

How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification.** You will find copies of these in your job pack.

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.

'Why should we employ you?'

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.

- Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
- You can use skills 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.

- Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
- Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – you will be shortlisted to interview.

References (Page 8)

We will 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 Personnel Officer"

All information provided on a "Confidential - for the attention of the personnel officer" 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 School 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 Criminal Records Bureau. See the enclosed "Rehabilitation of Offenders Act 1974 Guidance Notes" (below).

Equal Opportunities in Employment Monitoring Form

The School 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 School 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 or postcard if you would like receipt of your application form to be acknowledged.

Other important information …

Data Protection Statement

Under the Data Protection Act 1998, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with the School, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

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.

Health Statement

Where an appointment is offered, you will be required to complete a health questionnaire which must be cleared by East Sussex 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 School that the Act is being complied with.

Applications to Job Share

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

Disqualification by association

The successful candidate will be required to complete a disqualification by association disclaimer before any appointment is confirmed.

The Rehabilitation of Offenders Act (1974): Guidance Notes

Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the Application Form.

Disclosure of Criminal Convictions

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become "spent".

Under the above Act you do not need to provide details about either minor motoring offences or previous convictions once they become "spent". This includes the date you sign the application form.

Please note the following when considering whether a conviction is spent:-

i. "spent" periods are halved if the conviction took place when you were aged 17 or less;
ii. a sentence of longer than 2½ years in prison will never become "spent";
iii. a sentence of preventive detention and a sentence of detention during Her Majesty's pleasure is never "spent"; or
iv. it is immaterial for the process of calculating a "spent" conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful.

Failure to disclose any "unspent" convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice.

Please see the list below which details the rehabilitation periods for criminal convictions.

Criminal Convictions and Time Periods before Becoming "Spent"

Sentence	Become spent after
For a sentence of imprisonment or youth custody exceeding six months but not exceeding two and a half years.	10 years
For a sentence of imprisonment or youth custody not exceeding six months.	7 years
For a sentence of Borstal training.	7 years
For a fine or other sentence under this Act, not otherwise covered in this table.	5 years
For an absolute discharge.	6 months
For a probation order, conditional discharge or bindover, fit person orders, supervision order or care order under the Children and Young Persons' Acts (and equivalent in Scotland).	1 year or until the order expires (whichever is the longer)

For cashiering, discharge with Ignominy or dismissal with disgrace from Her Majesty's Service.	10 years
For dismissal from Her Majesty's Service.	7 years
Any sentence of detention in respect of a conviction in service disciplinary proceedings.	5 years
For detention by direction of Home Secretary:	
• for a period exceeding six months but not exceeding two and a half years.	5 years
• for a period not exceeding six months.	3 years
• for a detention centre order.	3 years
• for a remand home order, an approved school order or attendance centre order.	The period of the order plus a further year after the order expires
• for a hospital order under the Mental Health Acts.	The period of the order plus a further 2 years after the order expires. (With a minimum of 5 years from the date of conviction.)

Exemptions under the Rehabilitation of Offenders Act

There are specific job categories and classes of employment which are exempt under the provisions of the Act. This means that **convictions never become "spent" for work in these categories.** Therefore, if you are applying for a position which falls within one of the work categories listed below you will need to declare any convictions you have had regardless of whether or not the time limit has elapsed. The areas of employment which carry exempt status are as follows:-

- Work involving matters of National Security.
- Judicial appointments.
- Employment in the office of the Director of Public Prosecutions.
- Employment in the office of Procurator Fiscal or District Court Prosecutor or in the Crown Office.
- Justices' Clerks and Justices' Clerks' Assistants.
- Constables, Police Cadets, Military Naval and Airforce Police and certain posts involving police work or assisting the police.
- Employment in the Prison Service including appointment to the Board of Visitors.
- Traffic Wardens.
- Probation Officers.
- Certain professions with legal protection such as barristers, solicitors, accountants or nurses.
- Any office or employment concerned with the provision of persons aged under 18 years to accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access, in the course of their normal duties which are carried out wholly, or partly, on the premises where such provision takes place.
- Employment connected with the provision of Social Services which involves the young, those over 65 years, the mentally or physically handicapped, chronically sick, disabled, or people who are addicted to drugs or alcohol.

- Employment connected with the provision of services to vulnerable adults i.e. accommodation and nursing or personal care in a care home or within a vulnerable adult's home or services provided in an establishment catering for a person with learning disabilities.
- Employment concerned with the provision of health services, within the National Health Service or otherwise, which involve access to patients.
- Any occupation that concerns the management of an abortion clinic or of a private hospital or nursing home.
- Any occupation concerned with the management of an establishment for which registration is required by Section 37 of the National Assistance Act 1948.
- Any occupation for which a Certificate of Fitness to keep explosives is required.
- Firearms dealer.
- Any occupation requiring a licence, certificate, or registration from the Gaming Board of Great Britain.
- Director, controller, or manager of an insurance company.