

**If you require any assistance in completing this application, please contact
hr@youngsussex.co.uk or call 01273 777001**

In addition to this application form, your job application pack should include the following documents:

- The Job Description and Person Specification for the role applied for
- A Recruitment Schedule highlighting the details of the role on offer.

Please contact us if either of these documents have not been included. On request, we can also provide you with a copy of various relevant policies, including our Recruitment, Equal Opportunities and Safeguarding Policies.

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IMPORTANT NOTES

Please carefully read the notes below before completing your application

Safeguarding

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

Equal opportunities

Young Sussex is an Equal Opportunities employer. We act in accordance with all relevant equality legislation and guidance relating to race, gender, disability and employment to ensure that discrimination is eliminated and that equality of opportunity is promoted. No applicant will be discriminated against on account of their disability, and all applicants will be treated equally. However, if you have a disability, we welcome any information you wish to volunteer on adjustments we need to make to assist you at interview.

The successful applicant will be asked to complete an Equal Opportunities Monitoring Form for statistical purposes only. All answers are voluntary.

Recruitment and Selection Process

Before completing this form applicants should refer to the essential and desired criteria on the attached Person Specification. The essential criteria must be met in full for an application to be considered. This will include qualifications, experience and any other requirements needed to perform the role.

Applications will be systematically analysed to establish suitability for interview. Please be aware that incomplete application forms may be discarded. In addition to satisfying all essential criteria on the Person Specification, applicants will be scored for how they meet the desired criteria. Having filtered all applications by this method, it may be necessary to further refine the suitability selection based on subjective judgements made against information provided in the Personal Statement and throughout the application.

Unfortunately we are not always able to contact applicants to notify them if they have been unsuccessful. If you have not heard back from us within 4 weeks of the application deadline, please assume that you have been unsuccessful. However, we may choose to keep your application on file for similar or more suitable roles that may become available in the future. If you do not wish us to keep your details, please tick here .

A shortlist of candidates will be produced who will then be invited, in order of suitability, to carry out a phone interview. Successful candidates (generally limited to six applicants) will then be invited to a formal interview. As a small business, we are unable to guarantee that all suitable applicants will be contacted. If one of the interviewed applicants is considered appropriate for the position (and accepts an offer of employment) further candidates may not be contacted. All interviewees will be contacted to inform them of the outcome of their application and interview.

It is fundamental that all information is correct, and that Young Sussex is notified at the earliest opportunity of any changes to information provided. Any false, inaccurate or incomplete information made in the application or at interview could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.

Any job offer is conditional on receipt of satisfactory recruitment and vetting checks, including some or all of the following: Professional and Character References; Disclosure and Barring Service (DBS) Check; Qualification and Registration; Previous Employment History; Health; Legal Right to Work.

Office Use Only

Date Received	Additional Notes			Initialled
Application Complete <input type="checkbox"/> Yes <input type="checkbox"/> No				
All Essential Criteria Met <input type="checkbox"/> Yes <input type="checkbox"/> No				
Most Desired Criteria Met <input type="checkbox"/> Yes <input type="checkbox"/> No	Consider for Interview <input type="checkbox"/> Invite <input type="checkbox"/> Reserve <input type="checkbox"/> Reject			
Satisfactory Pers. Stat. <input type="checkbox"/> Yes <input type="checkbox"/> No	If Unsuccessful <input type="checkbox"/> Retain <input type="checkbox"/> Destroy			

EMPLOYMENT HISTORY

Please give details of all your previous employment. This should include paid and unpaid employment, work experience and placements. Exact dates of employment must be given. If different posts with the same employer include them separately.

Please indicate reasons for any substantial gaps in employment and full time study and continue on a separate sheet if necessary. Please start with your present employer. If you are not currently in employment please leave this first section blank

No approach will be made to your present employer before an offer of employment is made to you.

Present Employment

Employers Name		Position Held	
Employers Address		Start Date	
		Hours per Week	<i>per week</i>
		Hourly Rate	<i>per hour</i>
Contact Tel		Notice Period	
Main Responsibilities			

Previous Employment

Employer	Start & End Date	Position Held	Main Responsibilities	Reason you left
	—			
	—			
	—			
	—			
	—			

PERSONAL STATEMENT

With reference to the attached Person Specification and Job Description please write a statement indicating why you applied for this job and why we should consider you for this position. Include examples that demonstrate you meet the required criteria, listing the skills you have relevant to the job. Continue on a separate sheet if necessary.

If you have any family or close relationship to anyone within Young Sussex, please include details below.

CRIMINAL CONVICTIONS AND CAUTIONS

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position, you are not entitled to withhold information about police cautions and convictions that have been made against you, including any that would otherwise be considered 'spent' under the act.

Appointment to this post is subject to a Disclosure and Barring Service (DBS) Check, at the appropriate level.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? (You do not need to include minor driving offences)

Yes No

If YES, please provide details on a separate sheet of paper in a sealed envelope attached to this form marked 'confidential'. Information required would include date, court and nature of offence. Any ongoing cases should also be included.

REFERENCES

Please provide full details of two referees that are willing to be contacted. One referee must be your current employer or, if you are currently not working should be your last employer. For students, one referee should be from your college. References will not be accepted from relatives, or people you only know as friends.

All job offers are conditional on the receipt of satisfactory references. No approach will be made to your present employer before an offer of employment is made to you.

Referee Details 1

Name		
Job Title		
Relationship		
Address		
	Postcode	
Contact Tel.		
Email		

Referee Details 2

Name		
Job Title		
Relationship		
Address		
	Postcode	
Contact Tel.		
Email		

DECLARATION

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. It may be used by the employer for business purposes including the prevention and detection of fraud as well as for HR purposes and administration. If you are appointed, this information will form part of your personnel record and will be treated as confidential and will not be disclosed to any unauthorised person.

By signing below, you agree that personal data may be passed on to third parties as part of our statutory obligations, when lawfully requested or where required to meet our local authority and EYFS obligations (such as for the CWDC Audit Tool).

I understand that any false, inaccurate or incomplete information made in my application could result in dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.

I declare that all information given as part of my application is true.

Signature			
Print Name		Date	

Please print and return to: HR Manager, Young Sussex Nursery, 165 Portland Road, Hove, BN3 5QJ

If you do not have access to a printer, please complete the form, save it in the format "[Surname] [First Name] Job Application [dd/mm/yy]" and return it via email to hr@youngsussex.co.uk. Should you be invited to interview you will be required to sign a hardcopy for our records.