Applying for a job

Please fill in this form

About you

What is your name?

What job are you applying for?

Reference number:
365/XVC/984563/BNZ/0001

Job Application

What is the reference number of the job you are applying for?

What is your email address?

What is your home phone number?

What is your mobile phone number?

Safe

We will keep the information you give us safe.

We will use it to check if you are a good match for the job.

For some jobs you may need extra checks, but we will tell you if you need them.

We may get information about you from the internet or other organisations.

The work you have done in the past

We want some information about the last 3 jobs you have had.

Your last job

What was the last job you had?

Did you volunteer or was it a paid job?

What was the name of the company or organisation you worked for?

How long did you have the job?

☐ Less than 1 year

☐ Between 1 year and 3 years

☐ 3 years or more

When did you work for the company organisation?

When did the job end?

Why did the job end?

What work did you do in the job?

Before your last job

What was the job you had before your last job?

How long did you have the job?

- [ ] Less than 1 year
- [ ] Between 1 year and 3 years
- [ ] 3 years or more

Were you a volunteer or was it a paid job?

What was the name of the company or organisation you worked for?
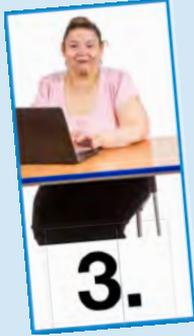
When did you work for the company or organisation?

What work did you do in the job?

When did the job end?
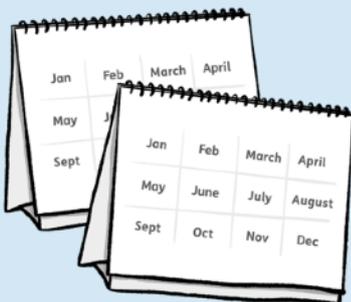
Why did the job end?

Before your last 2 jobs

What was the job you had before your last 2 jobs?

[ ]

Were you a volunteer or was it a paid job?

[ ]

What was the name of the company or organisation you worked for?

[ ]

How long did you have the job?

[ ] Less than 1 year

[ ] Between 1 year and 3 years

[ ] 3 years or more

When did you work for the company or organisation?

What work did you do in the job?

When did the job end?

Why did the job end?

College

Did you go to college?

☐ Yes

☐ No

If 'yes', what was the name of your college?

Did you get any qualifications or certificates at college or school?

☐ Yes

☐ No

If 'yes', what qualifications or certificates did you get?

Hobbies and interests

What are your hobbies and interests? What do you like to do in your spare time?

Referees

A **referee** is someone that can tell us about you and what you are like. They should not be a member of your family.
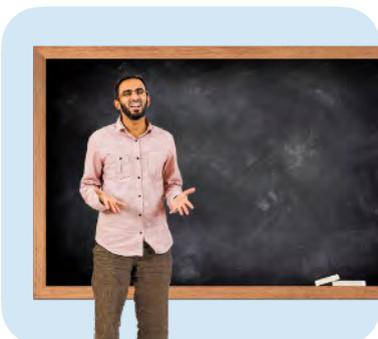

A referee could be:

- The manager from a job you used to have.

- Someone at your voluntary work.

- A college tutor.

A referee could be:

- Someone who is supporting you to get a job.

- A neighbour who helps you in your local community.

We will ask your referees whether they think you would be good for this job.

We need the names of 2 people who would be a referee for you.

We may ask for extra referees, depending on:

- The job you are applying for.

- How much time your 2 references cover.

We will only contact your referees if we offer you a job.

First referee

What is the name of your first referee?

[ ]

How do they know you?

[ ]

What is their email address?

[ ]

What is their phone number?

[ ]

Second referee

What is the name of your second referee?

How do they know you?

What is their email address?

What is their phone number?

Employment consultant

An **employment consultant** is someone who is helping you to find and get a job.

What is the name of your employment consultant?

What is their mobile phone number?

More about you

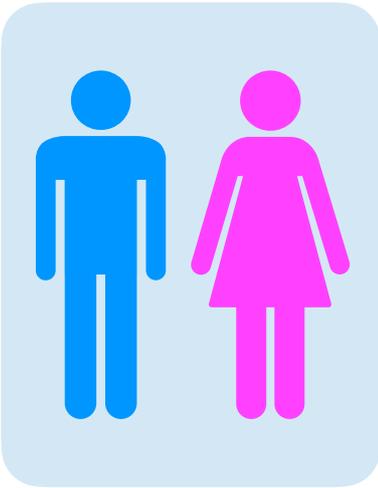We want some more information about you to help us make sure we are being fair to different groups of people.

Your answers to these questions will be kept separate from the rest of your application. They will not affect whether or not you get the job.

How old are you?

What is your gender identity?

☐ Male

☐ Female

☐ Transgender - this means your gender has changed since you were born

☐ Non-binary - this means you don't feel yourself to be either male or female.

☐ Intersex - this means you have both male and female parts of the body.

☐ Other

☐ Prefer not to say

Is your gender identity the same as your sex registered at birth?

☐ Yes

☐ No

☐ Prefer not to say

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What is your sexual orientation?

- [ ] Heterosexual - you are attracted to the opposite sex

- [ ] Bisexual - you are attracted to both men and women

- [ ] Gay man - you are a man who is attracted to men

- [ ] Lesbian or gay woman - you are a woman who is attracted to women

- [ ] Asexual - you are not attracted to anyone

- [ ] Pansexual - you are attracted to people because of who they are not their gender

- [ ] Other

- [ ] Prefer not to say

What is your religion or belief?

- [ ] Buddhism

- [ ] Christianity

- [ ] Hinduism

- [ ] Islam (Muslim)

- [ ] Judaism

- [ ] Sikhism

- [ ] Other religion

- [ ] No religion

- [ ] Prefer not to say

Do you have a disability?

☐ Yes

☐ No

What is your ethnic background?

☐ Prefer not to say

White

☐ British

☐ English

☐ Irish

☐ Scottish

☐ Welsh

☐ Any other White background

Mixed or more than 1 ethnic background

- [ ] White and Black Caribbean

- [ ] White and Black African

- [ ] White and Asian

- [ ] Any other mixed background

Asian or Asian British

- [ ] Indian

- [ ] Pakistani

- [ ] Bangladeshi

- [ ] Chinese

- [ ] Any other Asian Background

Black or Black British

☐ Caribbean

☐ African

☐ Any other Black background

Any other ethnic group

☐ Any other ethnic group

Thank you

Please now send the application form back to us. To do this you will need to:

- Scan each page of the application form using a scanning machine connected to a computer.

OR

- Take a clear picture of each page of your application form on your smart phone or digital camera.

You then need to email the form to us at HRRecruitment@westsussex.gov.uk

If you need more information please phone 0330 22 25800.

This Easy Read information has been produced by easy-read-online.co.uk

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