**APPLICATION FOR EMPLOYMENT**

Please complete this *Application Form* electronically and email it to **recruitment@energiseme.org** by **12 noon on Wednesday 7th October 2020.** Please contact us if you are unable to complete it electronically or have any other queries.

|  |  |
| --- | --- |
| Position applied for | **Project Officer - Workforce** |
| Where did you hear about this vacancy? |  |

**PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Surname | | | Forename(s) | |
|  |  | | |  | |
| Address | | | | | |
|  | | | | | |
| Telephone numbers | | | | | |
| Home | | Work  (only if we may telephone you there) | | | Mobile |
|  | |  | | |  |
| Email address | | | | | |
|  | | | | | |
| Are there restrictions on your continued residence / employment in the UK? | | | | | |
| Yes **□** No **□** | | | | | |
| If Yes, please give details | | | | | |
|  | | | | | |
| What period of notice are you required to give to your present employer? | | | | | |
|  | | | | | |
| Do you have a current driving licence?  Yes **□** No **□** | | | Do you have your own vehicle?  Yes **□** No **□** | | |

**EMPLOYMENT RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT OR MOST RECENT JOB** | | | |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Current or last salary | |  | |
| Reason for leaving | |  | |
|  | | | |
| **PREVIOUS EMPLOYMENT**  Please start with the most recent and work backwards, continuing on a separate sheet if necessary. | | | |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Reason for leaving | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Reason for leaving | |  | |
|  | | | |
| Position held | |  | |
| From |  | To |  |
| Name of employer | |  | |
| Address | |  | |
| Brief description of duties | |  | |
| Reason for leaving | |  | |

**EDUCATION**

Please indicate all qualifications, **starting with the most recent**.

|  |  |  |
| --- | --- | --- |
| **School/College/University** | **Qualifications gained/subjects and grades** | **Date gained** |
|  |  |  |

**TRAINING/PROFESSIONAL MEMBERSHIP**

|  |  |
| --- | --- |
| **Course/Professional body** | **Brief details/Date** |
|  |  |

**REASON FOR APPLYING**

In reference to the **Person Specification**, please indicate why you consider yourself to be a suitable candidate for this position. (Maximum 1000 words)

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**ACHIEVEMENTS**

Please include any further information including details of your main achievements to date, relevant to this application. (Maximum 200 words)

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**REFERENCES**

Please give the names and contact details of two referees who we can contact to provide information in support of your application. One of these should be your current manager. If you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted.

|  |  |
| --- | --- |
| **Current/last employment** | |
| Name |  |
| Job Title |  |
| Organisation |  |
| Address (including Postcode) |  |
| Telephone |  |
| Email |  |
| Position held in relation to applicant |  |
| Can this referee be contacted prior to offer being made? | Yes No |

|  |  |
| --- | --- |
| **Previous employment** | |
| Name |  |
| Job Title |  |
| Organisation |  |
| Address (including Postcode) |  |
| Telephone |  |
| Email |  |
| Position held in relation to applicant |  |
| Can this referee be contacted prior to offer being made? | Yes No |

**REHABILITATION OF OFFENDERS ACT 1974**

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

**For all roles**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

Yes  No

If yes, please give details of date(s), offence(s) and sentence(s) passed

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| \*\*\*\*\*\*\*\*\*\*  I confirm that to the best of my knowledge and belief the information I have given on this form in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal.  I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application. | |
| **SIGNATURE** | **DATE** |

Please complete and return this application form via email to **recruitment@energiseme.org** by **12 noon on   
Wednesday 7th October 2020**