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| **APPLICATION FOR EMPLOYMENT** |

**PLEASE TYPE OR USE BLACK INK**

|  |  |
| --- | --- |
| **Position applied for:** |  |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname:** |  | **Your Preferred title: Mr/Mrs/Miss/Ms/Dr/Other** |

|  |
| --- |
| **First Name(s):** |

|  |  |  |
| --- | --- | --- |
| **Address:** **Post code:** |  | **Tel No. (Home):** |
|  |  |
|  | **Tel No. (Work):** |
|  |  |
|  | **Mobile Tel No.:** |
|  |  |  |
|  |  | **Other Contact Tel No (please state):** |

|  |
| --- |
| **Email address:** |

**Declaration**

I declare the information provided within this application form to be true and can be treated as part of any subsequent contract of employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History**

Please provide details of your previous employment, starting with your current or most recent position.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer name and address** | **Job title and key tasks** | **Reason for leaving and salary on leaving** |
| **From** | **To** |
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**Education and training**

Please provide details of your education (secondary education onwards):

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| --- | --- | --- | --- | --- |
| **Dates** | **Name of School/College/University** | **Exams passed** | **Subject** | **Grade** |
| **From** | **To** |
|  |  |  |  |  |  |
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Please provide details of your professional qualifications and training:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Professional Body** | **Qualification** | **Course** | **Grade** |
| **From** | **To** |
|  |  |  |  |  |  |
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Please give details of any other relevant training:

|  |  |
| --- | --- |
| **Dates** | **Course** |
| **From** | **To** |
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**Driving licence**

 Do you hold a current full driving licence? YES [ ]  NO [ ]

 Can you conduct home visits to residents in [our area of operation](https://www.google.com/maps/d/viewer?mid=10YEpbed_w_kJGXv5M9pWN1ttuCvzqcpW&ll=51.29010994792495%2C-2.9645445000000015&z=11)?

YES [ ]  NO [ ]

**Your suitability for this post**

Please illustrate with examples from your current or previous post(s) or other experience how you meet the criteria referred to in the Job Description. You may also provide additional information in support of your application. (Continue on a separate sheet if necessary).

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**References**

Please provide the names of two people who can act as referees.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Company** |  |  |
| **Postcode** |  |  |
| **Tel Number** |  |  |
| **Email address** |  |  |
| **May we contact your referee prior to interview?** |  |  |

**Criminal Convictions**

Have you ever been convicted of a criminal offence or do you have any pending criminal charges?

YES [ ]  NO [ ]

|  |  |
| --- | --- |
| **If yes, please give details** |  |
|  |  |
|  |  |

**Disclosure and Barring Service (DBS) certificate**

Do you have a current Disclosure and Barring Service (DBS) certificate?

YES [ ]  NO [ ]

If no, would you be happy to undergo a DBS Check?

YES [ ]  NO [ ]

**Burnham & Weston Energy CIC notes that the information requested above is covered by the Data Protection Act 2018. It will be handled in confidence, and it will only be used for the purpose of processing and assessing your application for employment. If successfully appointed to a post within Burnham & Weston Energy this document will become part of your formal contract of employment.**

**Applicants must note that Burnham & Weston Energy will require further checks on identity and eligibility to work in the UK before commencement of employment.**

**General**

Please make sure you sign the declaration on page 1 of this application form.

• If your application is of interest, we will contact you to arrange an interview at a convenient time.
• If you do not hear back, please assume that your application has been unsuccessful.
• Interviews will take place at a venue to be confirmed.

|  |  |
| --- | --- |
| Please state where you saw this job advertised |  |

**Submitting your application**

Please note that this form must be used for applications. Information supplied in the form of a Curriculum Vitae cannot be used as a part of the shortlisting selection process.

If you have any difficulty completing or emailing an application form, please get in touch to agree how best you can make your application for the role.

Return this form by email to hello@burnhamandwestonenergy.co.uk

Should you wish to discuss the role for which you are applying, please contact Lynda Wookey, Impact & Development Director on 01278 558 370 or email hello@burnhamandwestonenergy.co.uk

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| **INFORMATION TO ACCOMPANY EQUAL OPPORTUNITIES QUESTIONNAIRE** |

Burnham & Weston Energy is committed to providing equal opportunities for our team and job applicants.

We want to ensure that no applicant or team member receives less favourable treatment on grounds of religion or belief, race, colour, nationality, ethnic or national origins, age, disability or health condition, gender/sex, marital status, sexual orientation, or political affiliation.

As part of this commitment, Burnham & Weston Energy monitors job applications for the ethnic origin, age, sex/gender and the disability/health status of the applicants. To enable us to do this, Burnham & Weston Energy asks you complete the attached questionnaire. However, filling in the form is voluntary.

Should you choose to complete the form, **you are not required to write your name on the form** and we will not consider your responses as part of your application. You can return the form with your application and we will detach it from any electronic version you submit so that it does not accompany your application form.

All responses will be treated in the strictest confidence and the information will only be used internally by Burnham & Weston Energy as part of the monitoring of our equal opportunities policy. No information will be provided to any other individual or organisation.

Thank you for your co-operation.

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| **EQUAL OPPORTUNITIES POLICY MONITORING FORM** |

**Candidates are requested to complete this short questionnaire and return it to Burnham & Weston Energy with their completed application form.**

**Please provide details by placing an X in the appropriate box.**

**Cultural/ethnic origin**

**Please choose one from the list below to best describe your ethnic group or background**:

|  |
| --- |
| **White:** |
|

|  |
| --- |
|  |

 | English/Welsh/Scottish/Northern Irish/British    |

|  |
| --- |
|  |

 | Irish |
|

|  |
| --- |
|  |

 | Gypsy / Irish traveller    |

|  |
| --- |
|  |

 | Other White backgroundSpecify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Mixed / multiple ethnic groups:** |
|

|  |
| --- |
|  |

 | White and Black Caribbean |

|  |
| --- |
|  |

 | White and Black African |
|

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|  |

 | White and Asian   |

|  |
| --- |
|  |

 | Other mixed/multiple ethnic background Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Asian / Asian British:** |
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| --- |
|  |

 | Indian  |

|  |
| --- |
|  |

 | Pakistani   |
|

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| --- |
|  |

 | Chinese     |

|  |
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|  |

 | Bangladeshi |
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 | Other Asian background Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Black / African / Caribbean / Black British:** |
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|  |
| --- |
|  |

 | African  |

|  |
| --- |
|  |

 | Caribbean   |
|  |  |

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 | Other Black/African/Caribbean background Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other ethnic group:** |
|

|  |
| --- |
|  |

 | Arab  |

|  |
| --- |
|  |

 | Any other ethnic group or backgroundSpecify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Age Range**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-18 years  |  | 18-25 years |  | 25-35 years |  |
| 35-45 years  |  | 45-55 years |  | 55-65 years |  |
| 65-75 years  |  | Over 75 years |  |  |  |

**What is your gender?**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |
| Other |  | Prefer not to say |  |

**Do you consider yourself to have a disability or health condition?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
|  |  | Prefer not to say |  |

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

|  |
| --- |
|  |

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please contact us to give us details of what this needs to be so that we can set it up in advance of any interview.