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| Logo  Description automatically generated  dislogo2 | **CONFIDENTIAL** |
| **APPLICATION FOR EMPLOYMENT** | |

Please complete all sections of this application form.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST TITLE: Graduate Placement – Project Officer** | | | | | | | | | | | | | | | | | |
| **1.** | **PERSONAL DETAILS** | | | | | | | | | | | | | | | | |
| SURNAME | | | | | | | | INITIALS | | | NATIONAL INSURANCE NO. | | | | | | |
|  | | | | | | | |  | | |  | | | | | | |
| ADDRESS: | | | | | | | | | | | TELEPHONE NUMBERS(S) AND EMAIL | | | | | | |
| Where did you see this post advertised? | | | | | | | | | | | | | | | | | |
| **2.** | **SECONDARY EDUCATION** | | | | | | | | | | | | | | | | |
| Duration - From: To: | | | | | | | | | | | | | | | | | |
| Subject/Module Title | | | | | | INDICATE GRADE e.g. ABC, 123, ETC.  Higher Ordinary Standard Other | | | | | | | | SCOTVEC MODULE  (tick box) | | | YEAR |
|  | | | | | |  | | | | | | | |  | | |  |
| **3.** | **UNIVERSITY OR FURTHER EDUCATION** | | | | | | | | | | | | | | | | |
| COURSE DATES  FROM TO | | | UNIVERSITY/  COLLEGE/ETC. | | | | | | COURSES AND  SUBJECTS STUDIED | | | DEGREES DIPLOMAS CERTIFICATES OBTAINED WITH GRADE/CLASS OF PASS | | | | DATE QUALIFICATION OBTAINED | |
|  | | |  | | | | | |  | | |  | | | |  | |
| **4.** | | **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | | | | | | | |
| NAME OF INSTITUTION | | | | | | | CLASS OF MEMBERSHIP | | | | | | DATE ELECTED | | | | |
|  | | | | | | |  | | | | | |  | | | | |
| **5.** | | **SPECIALISED TRAINING** | | | | | | | | | | | | | | | |
| Dates | | | | Courses | | | | | | | | | | | | | |
| **6.** | | **PRESENT EMPLOYMENT** | | | | | | | | | | | | | | | |
| *Name and Address*  *of Employer* | | | | | *Date Commenced Present Post* | | | | | *Present Salary* | | | | | *Notice Required* | | |
| Current Role and Responsibilities (400 words max): | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **7.** | **PREVIOUS EMPLOYMENT (*List in order with most recent employer first)*** | | | | | |
| Date From: | | | Date To: | Name and Address of Employer | Position Held and Nature of Duties | Reason for Leaving |
|  | | |  |  |  |  |
| **8.** | | **LEISURE TIME ACTIVITIES OR INTERESTS** (100 words max) | | | | |
|  | | | | | | |
| |  |  | | --- | --- | | **9.** | **FURTHER INFORMATION** - With specific reference to the required experience and job functions, please provide further information on why you are a suitable candidate and what relevant skills you could bring to this position and ALIenergy. (800 words max) | | | | | | | |

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| **10.** | **REFEREES:** At least one of whom should know you in a work capacity  **Please tick the box provided if you DO NOT wish a referee to be contacted prior to interview.** | | |
| NAME | | ADDRESS, EMAIL, PHONE | OCCUPATION |
| DO NOT CONTACT IMMEDIATELY | |  |  |
| DO NOT CONTACT IMMEDIATELY | |  |  |

|  |  |
| --- | --- |
| **11.** | **ABSENCE -** Give details of any significant sickness absence over the last two years: |
| From ..................... To ............................  Reason .................................................................................................................  From ...................... To ............................  Reason ................................................................................................................. | |
| **12.** | **DRIVING LICENCE** |
| Do you hold a current driving licence?  Does your licence have penalty point endorsements (please specify)? | |
| **13.** | **REHABILITATION OF OFFENDERS ACT 1974** |
| The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended applies to this post.  If selected for interview you may be required to complete a criminal convictions declaration form. | |
| **14.** | **CANVASSING** |
| Canvassing of ALIenergy Staff or Board Members directly or indirectly in connection with this appointment shall disqualify the applicant. | |
| **15.** | IMPORTANT - READ CAREFULLY BEFORE SIGNING THE DECLARATION |
| I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information is false or that I have withheld information, I am liable to dismissal without notice.  Signed.............................................................. Date.............................. | |

Please submit your completed application to: [enquiries@alienergy.org.uk](mailto:enquiries@alienergy.org.uk)