##### Guidance sheet

Dear Applicant,

Thank you for your interest in working at Energise. Please read through the following guidelines which will help you complete the application form.

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

* Please type or write clearly in black or blue ink.
* Ensure you clearly state the job title you are applying for.
* In the ‘Employment history’ section you must state why you have left a position.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies will be required.

**References**

We will take up professional references ONLY once you have been offered and accepted the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Thank you and good luck

**APPLICATION FORM**

|  |  |
| --- | --- |
| Position Applied for: |  |
| Please tell us how you heard about this vacancy: |  |

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First name: |  | **Last name:** |  |

|  |  |  |
| --- | --- | --- |
| Address: |  | |
|  |  | |
|  |  | |
| Postcode: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home Telephone No:** |  | **Daytime Contact No:** | | | |  | | | |
| **E-mail address:** |  | | | | | | |
| **Driving Licence**  Do you hold a full UK driving licence? | | | **Yes** |  | **No** | |  | |

**2. Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Study dates** | **Qualification, Subject and Grade** | **Date obtained** |
|  |  |  |  |
| **College/University** | **Study dates** | **Qualification and Grade** | **Date obtained** |
|  |  |  |  |
| **Professional development** | **Study dates** | **Qualification and Grade** | **Date obtained** |
|  |  |  |  |

**Training and Development**

|  |
| --- |
| Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application. |

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
|  |  |

|  |
| --- |
| **Current Membership of any Professional Body/Organisation (including expiry date & membership number)** |
|  |

1. **Hobbies & Interests**

|  |
| --- |
|  |

**4. Employment History**

|  |
| --- |
| **Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position held: |  | | | |
| Start Date: |  | | Leaving date: |  |
| Reason for leaving: |  | | | |
| Salary on leaving: |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |

**Previous employer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer: | |  | | | |
| Position held: | |  | | | |
| Start Date: | |  | | Leaving date: |  |
| Reason for leaving: | |  | | | |
| Salary on leaving: | |  |
|  |

**Previous employer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of employer: |  | | | | | |
| Position held: |  | | | | | |
| Start Date: |  | | | Leaving date: | |  |
| Reason for leaving: |  | | | | | |
| Salary on leaving: |  | |
|  | |  | | |

Continue on separate sheet if necessary.

**5. Information in support of your application**

|  |  |
| --- | --- |
| **Skills, abilities and experience**  Please tell us why you applied for this job and why you are the best person for the job.   |  | | --- | |  | |
| Describe a challenging project, activity or event which you have planned and taken through to conclusion.   |  | | --- | |  |   Describe how you achieved a goal through influencing the actions or opinions of others.   |  | | --- | |  | |

Give details of any self-development undertaken by you for example a new skill or hobby. This should be something outside of training supplied by your employer as part of your role.

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**6. Reasonable adjustments/arrangements for interview**

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are

|  |
| --- |
|  |

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be

|  |
| --- |
|  |

If appointed when could you start? Give period of notice if applicable

|  |
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|  |

**7. References**

Please give the details of **two** references – see guidance sheet for further information. No references will be taken until the offer of a position has been accepted.

|  |  |
| --- | --- |
| Name of referee and relationship to you: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | **Email:** **Tel:** |

|  |  |
| --- | --- |
| Name of referee and relationship to you: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | **Email:** **Tel:** |

|  |
| --- |
| Declaration  Statement to be signed by the applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. **I agree that Energise can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998. Data for unsuccessful candidates will be destroyed within 6 months. Should you not wish for your data to be retained for this period please tick here**  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

Please see the link below for details of our privacy policy

<https://www.energise.com/privacy-policy>