

Application form

Please use this application form for all vacancies at the Centre for Sustainable Energy. Completed forms can be returned to us by email, post or fax (contact details below). If you send your application by email you should receive an acknowledgement from us. If not, please get in touch.

The details given here will be held in confidence. As part of our equal opportunities policy, the first page will be detached on receipt. This information will not be used when shortlisting candidates.

If you’re filling in this form electronically it works best if the ‘Forms’ function is switched on. To do this go to View > Toolbars > Forms and click on the padlock. If filling it in by hand, please use black ink.

1) Job title of post you are applying for

Trainee Energy Advisor HES a34

2) Where did you hear about this role?

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3) Personal details

Name

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_

**I declare the information provided within this application form to be true**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref (office use only)

4) Education and training

**Please provide details of your education and qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary schools and colleges attended** | **Full or part time** | **From/to** | **Qualifications (please give details of relevant aspects of course if not clear)** |
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**Membership of professional bodies (by examination and date of admission, where appropriate)**

**Other professional/management training e.g. short courses etc.**

 Date­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

5) Previous employment

| **Name and address of employer** | **Job title and key tasks (please be brief)** | **From/to** | **Reason for leaving** | **Final salary** |
| --- | --- | --- | --- | --- |
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**Please provide details of your previous employment, starting with your current or most recent position. These fields will expand if required. If filling out this form by hand, continue on another sheet if necessary.**

6) Further information

**Please indicate how your skills and experience fit you for this post, ensuring that you show how you meet the ‘Person Specification’ outlined in the Job Description and giving any information you consider appropriate to your application. You may use *up to one extra A4 sheet* if necessary.**

7) Referees

**Please provide the names of two people who can act as referees. They will not be approached without your permission.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Address, phone number and email, if available** |
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8) 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.
* Interviewswill take place at our offices in Bristol.

Return this form by email to jobs@cse.org.uk

Or by post to: Centre for Sustainable Energy, St James Court, St James Parade, Bristol BS1 3LH

Centre for Sustainable Energy

St James Court, St James Parade, Bristol BS1 3LH | 0117 934 1400 | www.cse.org.uk

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