**APPLICATION FORM Ref No: 01/06/2018**

Please complete this form legibly and return it on or before the closing date specified in the advertisement.   
Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted without a completed application. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence.

**For Office Use: POSITION APPLIED FOR: TELEPHONE ADVISOR/ ADMINISTRATIVE ASSISTANT**

**Closing Date: Noon Friday 29th June**

Date Received:

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |
| Date of birth: | Do you wish to declare a disability: |

**2. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level**  **(e.g. Degree/GCSE)** | **Subject/ name of course** | **Grade attained** |
|  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade Of Membership (Where appropriate)** |
|  |  |

**4. EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**5. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
|  |

**6. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained.

|  |
| --- |
| **Please tell us about other jobs you have done and the skills you used/and or developed during those jobs** |
| **Please tell us why you are applying for this job and why you think you are the best person for the job** |

**7. Are you a car owner?** Yes  No

Are you prepared to use it for work? Yes  No

**8. Do you require a work permit to work in the UK?** Yes  No

If yes please provide further details along with your application.

|  |
| --- |
|  |

9. What length of notice does your current employer require?

**9. REFERENCES**

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**10. VERIFICATION OF INFORMATION**

|  |
| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  **Signature: Date:** |

**Please return your completed application to:**

Rachel Jones,

Chief Executive,

Act on Energy,

15 Enterprise Centre,

Warwick Enterprise Park,

Wellesbourne,

Warwick

CV35 9EF

Or email: rachel@actonenergy.org.uk