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| Logo  Description automatically generateddislogo2 | **CONFIDENTIAL** |
| **APPLICATION FOR EMPLOYMENT** |

Please complete all sections of this application form.

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| **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 DATESFROM TO | UNIVERSITY/COLLEGE/ETC. | COURSES ANDSUBJECTS 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) |
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| **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 |  |  |

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| **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