

# Application form

Please use this application form for all vacancies at the Centre for Sustainable Energy.

If you need this form in an alternative format, please get in touch by sending an email to [jobs@cse.org.uk](mailto:jobs@cse.org.uk). Completed forms can be returned to us by email or post (contact details can be found in section 8 of this form).

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 Equality, Diversity and Inclusion policy, the first page will be detached on receipt. This information will not be used when shortlisting candidates.

We are not able to provide sponsorship for our roles at this time, so please note, if invited to interview, we’ll ask for evidence of Right to Work in the UK.

If filling this form in by hand, please use black ink.

1) Job title of post you are applying for

Community Retrofit Project Officer

2) Where did you hear about this role?

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3) Personal details

Name

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

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

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

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

Email \_

I confirm that I have provided the correct information to support my application.

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

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

Ref (office use only)

4) Education and training

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Education level (GCSE/O ’Level, A ‘Level, foundation degree, degree, Masters, PHD, etc.)** | **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** |
| --- | --- | --- |
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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

**Using the *job description* and *person specification* as your guide, please indicate how your skills and experience make you a good fit for this post. 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** |
|  |  |  |
|  |  |  |

8) General

Please make sure you sign the declaration on page 1 of this application form.

The closing date for applications is **midnight, Sunday 21 July.**

If short-listed for interview, are you able to attend **Wednesday 31 July ☐**

**Friday 2 August ☐**

**Your interview will consist of a series of questions assessing your skills, knowledge, and overall suitability for the role. Some of our roles require a presentation and/or task to assess your skills. If invited to interview, we’ll let you know if you’ll be required to complete either, prior to the interview.**

Return this form by email to [jobs@cse.org.uk](mailto:jobs@cse.org.uk).

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

* If you have been shortlisted, 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.
* Interviews will take place at our offices in Bristol.

Centre for Sustainable Energy

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

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