

J O B P A C K

Application Form



Our application form may be filled out by hand, but most applicants will prefer to complete it electronically. Please ensure that you have the free [Adobe Reader](#) software installed to do this.

Please ensure that all answers are fully visible and fields do not require scrolling to view. Attach extra paper if necessary. Click the [Clear](#) button to reset all fields in that section.

Complete the application form as fully as possible and save the completed form to your computer. Email the completed form to recruitment@severnweyenergy.org.uk ahead of the published deadline, or print the form and send to

Recruitment Team
Severn Wye Energy Agency Ltd
Unit 15, Highnam Business Centre
Highnam
GL2 8DN

Please note that we cannot accept CVs and cover letters.

APPLICATION FOR EMPLOYMENT

This page, containing your personal details, will be separated from the rest of your application and will not be passed to those short-listing for the post. Our application process is designed to be fair to all candidates. That means that only the information you provide on this form will be considered for short listing purposes.

POSITION DETAILS

[CLEAR](#)

Position applied for:			
Position reference:			
Where did you hear of the post?			
If there is a choice for the position for which you are applying, please check which is your preferred working pattern:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time/reduced hours <input type="checkbox"/> Job share <input type="checkbox"/> Compressed hours		

Please note that we are not able to guarantee that we will be able to meet your exact requirements

PERSONAL DETAILS

[CLEAR](#)

Surname:		First name(s):		
Address:		Home phone:		
		Mobile phone:		
Postcode:		Email:		
Do you hold a full UK driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any penalty points?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? (for example, a student visa)				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:				

DISABILITY

[CLEAR](#)

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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This question is asked to ensure that individuals with disabilities receive the opportunity to be interviewed if they meet the essential requirements for the post.

If you have answered 'Yes' to this question, what, if any, types of aids, adaptations, equipment or special arrangements would you require when attending an interview

APPLICATION FOR EMPLOYMENT

For office use only:

Applicant Number: _____ Post: _____

QUALIFICATIONS, TRAINING AND EDUCATION

CLEAR

Please include all academic, technical and professional qualifications, plus dates awarded

Subject studied	Qualification and grade attained	Date awarded

MEMBERSHIP OF PROFESSIONAL BODIES

CURRENT OR MOST RECENT EMPLOYMENT

CLEAR

Please start with current (or most recent) period of employment.

Employment dates		Name and address of employer	Job title and main duties	Reason for leaving
From	To			
Salary				

What are/were the top five priority duties and responsibilities of this post?

- 1.
- 2.
- 3.
- 4.
- 5.

PREVIOUS EMPLOYMENT

CLEAR

Employment dates		Name and address of employer	Job title and main duties	Reason for leaving
From	To			
Salary				

Employment dates		Name and address of employer	Job title and main duties	Reason for leaving
From	To			
Salary				

Employment dates		Name and address of employer	Job title and main duties	Reason for leaving
From	To			
Salary				

Employment dates		Name and address of employer	Job title and main duties	Reason for leaving
From	To			
Salary				

Please account for any periods of non-employment (if applicable)

RELEVANT SKILLS AND ABILITIES

CLEAR

Please describe why you believe that you are a suitable candidate for the post, giving specific examples of your work or other activities. The information which you provide should support your application in terms of **all** of the requirements of the post, as outlined in the job description. Please continue overleaf and/or attach use extra paper if necessary.

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CRIMINAL CONVICTIONS/REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended (English Law), applies to many posts within Severn Wye. Given the nature of some of our work and the clients we deal with, there is a requirement for successful candidates for all posts to complete a Criminal Declaration Form and for specific posts identified by the above legislation to complete a Disclosure Check, the results of which may impact your suitability for work.

REFEREES

[CLEAR](#)

Please provide details of two people who we may approach for a reference. If you are in employment, one reference must be of that organisation. Other references should include either previous employers or educational institutions. Please also state your relationship to the referee e.g. line manager

	Referee 1	Referee 2
Name:		
Organisation:		
Position:		
Relationship to you:		
Address:		
Telephone:		
Email:		
May we contact this referee prior to an offer being made to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

YOUR DECLARATION

[CLEAR](#)

I confirm that the information given on this form is, to the best of my knowledge, complete and accurate and I understand that if any statement, or document provided, is subsequently found to be false or misleading, my employment may be terminated.

I agree to the processing of my personal data, including sensitive data as defined under the General Data Protection Regulations (GDPR), that I may have identified or volunteered in the completion of this application form. I recognise that Severn Wye will keep my application on file for a period of six months and will share the information contained in it with the panel responsible for interviewing for this role. Unless otherwise stated, this panel will only comprise Severn Wye employees. I understand in particular that Severn Wye will process information relating to criminal convictions for the purposes of determining suitability for a particular job, and that the information obtained will be recorded on file for six months.

I authorise Severn Wye to take up references and acknowledge that any offer of employment is subject to the receipt of satisfactory references. I understand that no contact will be made with my present employer (unless otherwise indicated above) until an offer of employment is made. I hereby give Severn Wye authority to obtain references on my employment history and to verify any information I have given in the completion of this application form.

Signature:

Date: